



Brookwood Primary School – ATTENDANCE GUIDE

SCHOOL ABSENCE LINE – 01483 473315 – Option 1

Parents/carers are required to telephone each day of their child's absence before 9am to explain why their child is not in school.

Please do not give verbal messages to members of staff – voicemails must be left.

If you do not report your child's absence and we are unable to contact you on the first day of absence, we will complete a home visit to ensure the child's safety.

Attendance Awareness

Exceptional	Attendance is 99% or higher. Always in school on time.
Good	Attendance is 96% or higher. Very rarely late to school.
Room for Improvement	Attendance falls below 96% or occasionally late to school.
Cause for Concern	Attendance is below 90% or frequently late to school.

What does good attendance mean?

- Attendance at school every day
- Arrival at school on time to be in class for registration at 8.50am
- Aiming for 100% attendance or at least achieving a target of 96% or above

Why is it important to attend school regularly?

- To give your child the best start in life
- They will be able to keep up with their work
- Your child will develop friendships and social skills
- They will achieve better results

What can parents/carers do to help their child's attendance?

- Make early contact with the school to provide a full explanation regarding any absence
- Make sure your child knows how important it is to go to school each day
- If your child feels unwell at the start of the day and then recovers – please bring them to school even if it means they are late

The importance of arriving on time

Arriving at school on time means there is time to meet up with friends and get settled for the start of the school day. If your child is late to school, it can be upsetting and stressful for them and it is disruptive for the rest of the class.

Doors Open at: 8:40am
and close at 8:50am

Arriving late

If your child arrives after 8:50am when the doors are closed, please enter the school via the school office. You must sign in your child to ensure they are registered at school and to provide a reason why they are late. Please be aware that persistent lateness can be considered as unauthorised absence. If your Year 5 and 6 child arrives late unaccompanied, they must make a member staff aware they are late so they can be signed in and registered at school.

Picking up late from school

The school day ends at **3:05pm for Year R**, at **3:10pm for Years 1-2**, and at **3:15pm for Years 3-6** Please collect your child from their designated class pick up point.

If you have an emergency and you are going to be late collecting your child, please inform the school office with as much notice as possible. If you are late, your child will be brought from their collection point to the school office, and you should collect them from there as soon as possible, as this can often be distressing for children as they will worry, they are not going to be collected.

Where children continue to arrive or be collected late from school, this may result in school contacting you to arrange a meeting.

Illness

We understand that children get ill and appreciate that most parents/carers try really hard to bring their child to school every day.

If your child is too ill to attend, please call the absence line before 9:00am on each day they are absent, stating your child's name, their class and the reason for absence – please give details of illnesses.

If your child's attendance begins to cause concern (below 90%), we will require evidence for all absences including illness.

In the event of vomiting or diarrhoea, you are required to keep your child away from school for 48 hours from the last bout.

Your child must not be kept away from school for reasons such as:

- Because it is their birthday or for treats/outings
- Looking after others at home or visiting relatives
- Taking long weekends or holidays or going on shopping trips
- Any other unofficial activities

Appointments during the school day

If you know in advance that your child will be absent from school (e.g. for a doctor/hospital/dental appointment) please notify the school with as much notice as possible by emailing office@brookwood.surrey.sch.uk and provide evidence for the appointment such as a hospital letter or appointment card showing your child's name and the date and time of the appointment. Evidence is required for the absence to be authorised. Where possible, please try to make appointments outside of school hours but if an appointment is during the school day, your child should attend school before the appointment and then return to school afterwards.

Absence in term time

We will not authorise absence in term time unless the circumstances are exceptional. If your child will be absent for any reason other than a medical appointment, you must complete a 'Request for Leave of Absence in Exceptional Circumstances' form in advance of their absence. This form is available on the school website and from the school office.

Penalty notices

Please be aware of the following: *If parents/carers take their children out of school without authority for 5 or more days (which do not need to be consecutive), they will be liable to receive a penalty notice. Currently the amount payable under a penalty notice is £60.00 per parent/carer per child if paid within 21 days. Thereafter the amount increases to £120.00 if paid between 21 and 28 days. If the penalty notice remains unpaid after 28 days, the Local Authority will consider a prosecution in the Magistrates Court. Please note that penalty notices are issued per parent/carer per child so a family of two parents and two children will receive 4 penalty notices.* Further information regarding penalty notices for failing to ensure a child's regular school attendance can be found on the school's website along with our Attendance Policy.

If you have any questions or would like to discuss your child's attendance, please call the school and ask to speak to the Attendance Officer.

Thank you for your support in ensuring excellent attendance at school for your child.