



David Ross Education Trust

Broadening Horizons

## A GUIDE FOR PARENTS

### **When does my child need to be in school?**

Your child should be at school by 8.35am when the register is taken. Afternoon school starts at 12:10pm.

### **What happens if my child is late?**

Registration finishes at 8.50am in the morning and 12.10pm in the afternoon. Pupils who arrive after registration should report to the school office.

A series of unauthorised late marks may lead to the issuing of a fixed penalty notice and referral to the Education Welfare Officer.

### **Does the school need letters explaining my child's absence or will a phone call do?**

We would expect a parent to telephone the school on the first day of absence, then each day if the absence continues. If we do not hear from you a text message will be sent followed by a telephone call if your child has not arrived in school by 11am. Medical evidence or a letter explaining your child's absence is required. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence.

If we are concerned about aspects of your child's attendance or punctuality we will contact you to discuss the best way forward.

An accumulation of unauthorised absences will lead to a referral to our Education Welfare Officer.

### **What reasons will the school accept for absences?**

- Illness
- Emergency dental/medical appointment. (Medical evidence is required; however where possible please make routine appointments after school or during the holidays)
- Day of religious observance (for a limited period)
- Family bereavement

Except in the case of illness, you should ask for permission for your child to miss school well in advance, giving full details. In cases of recurring absences through illness you may be asked to produce a medical certificate.



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## **What is unacceptable?**

The school will not authorise absences other than those in exceptional circumstances. Family holidays, day trips, shopping or birthdays are not classed as exceptional.

## **Can we take family holidays during term-time?**

No. Family holidays should be taken during school holidays.

## **I am thinking about sending my child on an extended absence for an overseas trip to visit relatives. What should I do?**

The school recognises that such absence can be important for children to keep in touch with their extended family, particularly for minority ethnic families. Contact the Attendance Officer as soon as possible to discuss the best time for such a visit.

The school would strongly recommend that such absences do not take place during your child's GCSEs. You need to complete a leave of absence form for extended leave of absence and, should the Principal then approve the visit, the school will set work for your child to complete whilst away.

As far as possible we will ensure the work set reinforces the educational value of such a visit.

## **What can I do to encourage my child to attend school?**

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and is properly equipped. Show your child, by your interest, that you value his / her education.

## **My child is trying to avoid coming to school. What should I do?**

Contact the Attendance Officer immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.