

Attendance

Hereward Primary School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise his/her true potential. The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure. All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually. The school will establish an effective system of incentives and rewards that acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality. To meet these objectives, Hereward Primary School will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support. Our Attendance Officer, Mrs Fourie, helps to support our children and parents and is available in our school office should parents wish to discuss any attendance matters.

Leave of Absence

If you do need to take your child out of school for any period of time, we ask that all requests must be made before the absence. These need to be requested by using a 'Leave of Absence form', which is available from the school office. Please note that holidays are not permitted during term time and are not recognised as exceptional circumstances and fines may occur if holidays are taken.

Punctuality

Pupils can come into school from 8.35am and the school day starts promptly at 8.45 a.m. If a child arrives at school after 8.45a.m. without prior arrangements having been agreed, he/she will be deemed late. Registers close at 9.00 a.m. and arrival at school after this time, without prior approval or extenuating circumstances, will be recorded as an unauthorised absence. Pupils arriving at school after 8.45 a.m. must enter through the main gates and report to the school office to be signed in by an adult. Pupils leaving school for any reason must report to the office before they go so that we can ensure that they are appropriately chaperoned and signed out. Registers are also taken when the children return to classes after lunch.

What is expected of the pupils?

- To respect themselves and others
- To do all they can to attend school regularly and punctually
- To inform a trusted adult if they feel that they are being bullied
- To encourage friendship and a sense of belonging
- To be happy and encourage others to feel happy.

What is expected of our Parents?

- To keep requests for their child to be absent to a minimum
- To offer a reason, or medical proof, for any period of absence, preferably before the absence or on the first day of absence
- To ensure that their child arrives at school on time, a reason should be offered for any lateness - To work closely with the school and Attendance Service to resolve any problems that may impede a child's attendance
- To take family holidays during school holiday periods and be aware that requests for holidays during term time will be refused except in special/exceptional circumstances.
- To be aware of curriculum requirements and be especially vigilant with regards to attendance during important academic times such as SATS
- To support their child and recognise their successes and achievements

Welfare

Please do not send your child to school if s/he is unwell, but phone the school on the first day of absence. Note, that you can also leave a message on the 24 hour attendance line. If a child becomes unwell during the day, we will contact you if they have a raised temperature, have been physically sick or obtained an injury that requires a hospital visit. Minor accidents and injuries will be dealt with by a trained member of staff. If your child has any ongoing medical condition or requires medication during the school day, please contact the school office as a form needs to be filled out in order for the school to administer medication.