

Friday 19th July 2019

Dear Parents,

Attendance and Punctuality

Good attendance and punctuality means good achievement.

Please note some changes as from September 2019

At Delta Primary School, we take attendance and punctuality very seriously. There is a direct link between the amount of time children spend in school and the progress they make.

By attending school every day your child can:

- Take part in lessons to reach their full potential
- Be involved in all aspects of school life and feel part of the school community
- Enjoy a structured routine
- Make friends and develop social skills
- Learn to value and understand the importance of education
- Be better prepared for secondary school

The school will work closely with parents to support regular attendance and punctuality. Your child has a right to an education and taking them of school impacts on their learning. It is your legal responsibility to ensure that your child attends school regularly and on time.

At Delta a child's expected attendance is 95%.

If your child's attendance falls below 90% here will be a meeting arranged for you to see the Educational Welfare Officer to discuss reasons for this and how the school can support you to increase the attendance.

Your child should attend everyday and be on time. School starts at 8.45am

Ensure that your child is collected on time at the end of the school day at 15:15

If your child is unwell

If your child is unwell and unable to attend school, we ask that you call the school office by 8.45am to let us know the reason for the absence. We may require medical evidence when they return to school. If your child has been physically sick or has diarrhoea we advise you keep him/her at home for 48 hours in order to stop any possible infections spreading.

Requests for absences

If you require to take your child out of school during term time for whatever reason-you must put the request in writing prior to any arrangements being made.

Holidays in term time will not be authorised unless for exceptional circumstances. If special leave is required, evidence must be provided before consideration.

Failure to comply with the decision by the school will result in parents receiving a Penalty Notice Warning and a possible fixed penalty fine. Payment of a penalty notice is £60 if paid within 21 days or £120 if paid after 21 days but within 28 days - per child.

Lateness can also have a negative impact. Being late may disrupt lessons, affect achievement and embarrass or upset your child.

Coming to school on time every day helps your child be ready for learning and not miss any opportunities. It also helps your child settle into the school day and routine easier and promotes good habits of punctuality for the future.

Tips to help secure good attendance and punctuality:

- Get ready the night before
- Set a night time routine in order for your child to get to bed on time
- Set an alarm clock to avoid being late-being punctual allows your child to be calm and ready to begin learning
- Medical appointments should be made outside of school time unless it is very urgent. If your child leaves during school time for a medical appointment-evidence must be provided
- If a parent or sibling is unwell, please try and arrange support for the child who can attend school to get there
- The school understands that some days there are exceptional circumstances on the roads which may cause the journey to take longer. However the school will not accept repeating reasons of 'traffic' or transport vehicles 'running late' for children arriving late. If this happens, the parent is expected to allow extra time for their journey

If you have any questions please contact the school. Thank you for your co-operation.

Yours Sincerely

Androulla Georgiou
Headteacher



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