



PURFORD GREEN PRIMARY SCHOOL

Attendance and Punctuality

Purford Green Primary School recognises that positive behaviour and good attendance are central to raising standards and ensuring pupil progress. For our children to gain the greatest benefit from their education it is vital that they are on time and in school every day that the school is open unless the reason for the absence is unavoidable.



Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence or later arrival disrupts teaching routines and so may also affect the learning of others in the same class.

Every year the Governing Body sets the school a target for attendance. **Our target for this year is above 97%.**

Absences from school

If your child is unable to attend school for any medical reason it is very helpful if you let us know as early as possible on the first day of absence. This applies even if the absence is only for one session *e.g. an appointment with the doctor or dentist*. If we do not hear from you, then we will contact you as soon as possible after registration to complete our records of **reasons for absences** according to Government regulations.

If, for any reason, your child returns to school without our having been told of the reason for absence, please come in and talk to us or bring a letter to explain.

All absences are required by law to be recorded as **authorised** or **unauthorised**. Unauthorised absences are those for which we do not know the reason or where reasons given cannot be condoned by the school.

If your child is likely to be off for several days it is important that you contact the school regularly to keep us informed. For absences of three consecutive days or more, medical evidence will be required (medical appointment attendance confirmation along with a copy of the prescription or the medicine presented or a letter from the hospital etc.)

Notification of Absence during Term Time

We discourage parents from taking their child out of school during term time, but there are occasions *e.g. loss of a close relative*, when parents feel this is necessary.

Whatever the reason, it is important that parents notify the school by completing the **Application for Leave of Absence form** available from the **school office and the school app**.

Returning to school after an illness

When children return to school after being ill or in hospital, parents should let us know in writing about any special instructions for their care. If you forget to send written instructions please speak to a member of staff in the office who will write the instructions down for you to sign.