

## How you can help your child to be an 'Ace Attender'?

- Save the school telephone number on your mobile phone, you will always have it in case of an emergency. The school office number is 01924 302540. You can also reach our learning mentor Mrs Ballance on
- Contact the school if you need to tell us your child is going to be absent we ask that you do this before 9:15am giving a reason for their absence. This will help us with our daily register checks.
- If you have a medical appointment where possible please try make this after school. If this is not possible please ask for a print of your appointment time or letter of appointment. This will help us to authorise your child's absence.
- Talk to us, let us know if your child continues to be unwell, we care deeply about all pupils and always want to hear how they are when they are off school.
- Make sure your child has a prompt start for the school day by giving them a healthy breakfast and ensuring they arrive at school for 8:40am when the school doors open.
- Please don't book holidays in term time. Look at the online calendar to help you book <http://www.wakefield.gov.uk/Documents/schools-children/wakefield-schools-term-calendar-2015-2016.pdf>
- Talk to your child about why it is important to come to school each day.
- Work with us, if you are finding getting your child to school for whatever reason difficult please let us know, we are here to support you.

## Normanton All Saints CE (A) Infant School

# Ace Attenders



'They pass this way only once so we aim to  
litter their pathway with quality experiences'



## Attendance matters

### Parents have a legal duty to ensure their child to attend school regularly and on time

There is a direct correlation between attendance and attainment. At Normanton All Saints we aspire for all pupils to achieve their full potential. It is a simple fact, all pupils need to attend school regularly and on time if they are to take full advantage of the educational opportunities available and to make good educational progress. Poor attendance hinders progress and prevents pupils from settling well into their class family.

### We aim for all pupils to meet the schools attendance target of 96% or above each term

We promote good attendance in school through our 'Ace Attenders' system. Here are some examples of the things we do:

- Each week classes attendance is monitored, each class above the schools 96% attendance target gets a token on the whole school attendance chart. The class with the most tokens each half term receives a whole class prize.
- On a weekly basis pupils with 100% attendance for that week are given the chance to win a prize, which is a voucher for the local toy shop.
- Termly each pupil reaching or exceeding the schools attendance target will receive a certificate and a postcard home congratulating them on their attendance.
- Annually pupils who have 100% attendance for the year are invited to a special celebration with their families.



***Mrs Ballance our learning mentor is here to support all of our pupils and their families. This includes promoting good attendance. If you need help and support with your child's attendance please do not hesitate to contact Mrs Ballance for support.***

***Here are some questions we get asked most often to help you...***

My child has been sick/had diarrhoea when can they return to school?

*Unfortunately after diarrhoea and sickness your child will need to have 48 hours away from school after the last episode of sickness / diarrhoea.*

My child has woken up a little under the weather I think I will keep them off just in case, what do you think?

*In the first instance we suggest treatment at home with over the counter medicines such as calpol. If your child is feeling better after the home treatment we encourage them to return their child to school that same day.*

My child has headlice what should I do?

*Your child will need treating, you will need to treat your child as soon as possible and come back to school (usually by the next session) As a school we only authorise half a day for the treatment of headlice.*

My child has a medical appointment during school time is that ok?

*Ideally appointments should be made where possible for after school e.g. dentist.. For medical appointments that cannot be arranged outside of school e.g. fracture clinic, physiotherapy school must ask to see evidence to authorise the absence this can include appointment cards/slips, letter from the practitioner confirming the appointment or the child's prescription providing the date of prescription*

We've booked a holiday in term time, I've written a letter so that's authorised now isn't it?

*As a school we do NOT authorise term time holidays. Parents may write to school to say they have booked a holiday they will then receive a letter in return explaining that we do NOT authorise term time holidays. As of the 1st January 2015 the same procedure will apply but the letter will now advise that this term time holiday has been referred to the EWO (Education Welfare Officer) who may issue a fixed penalty notice. This fixed penalty notice is initially £60 per parent per child.*

We slept in, will my child receive a late mark?

*The school doors open at 8.40am, school starts at 8.45am. If the child arrives 8:50-9:15am they will receive a L for Late in the register. If they arrive after 9:15am they will receive a U for Late after the register has closed. This is unauthorised. Parents can be referred to the EWO for a fixed penalty notice for a series of unauthorised lates. If you sleep in the best thing to do is to call the school office and let them know your child will be late into school..*