



SEABURN DENE PRIMARY SCHOOL

ATTENDANCE

Information for new parents and carers



**OUR TARGET IS 96% AND ABOVE
ATTENDANCE.**

We always try to be that little bit better...

- **Morning bell is at 8.50am. School gates open at 8.45am. You need to ensure your child is on time, ready to enter school by the time the bell rings.**

As a parent you can help by:

- **Ring on the first morning of all absences with the reason and saying when the child will return.**
- **Arranging dental and doctor's appointments out of school hours or during school breaks.**
- **Arranging for children to take holidays during designated school closure times.**
- **Sending in a note explaining the reason for absence on your child's return to school after an illness.**
- **Keeping us updated by telephone or letter if your child has an extended period of absence due to illness.**

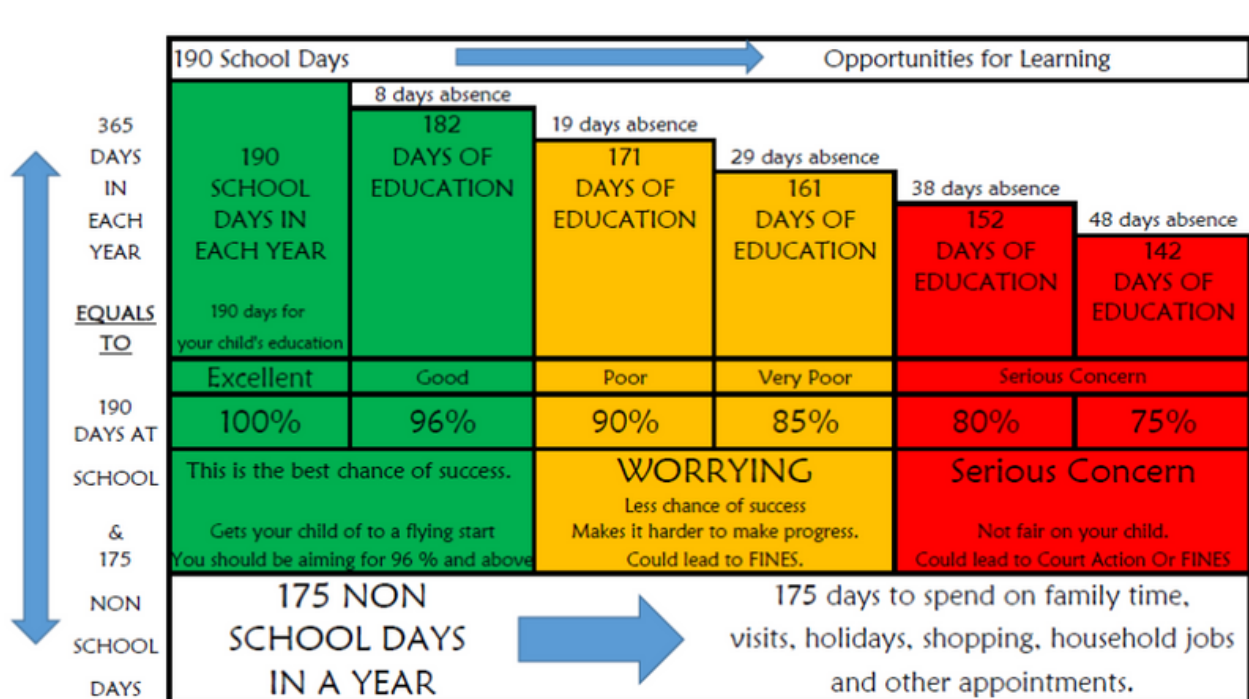
We shall:

- **Follow up unexplained absences by phone calls and letters as soon as possible.**
- **Use our attendance officer to make unannounced visits to children who have persistently low attendance and support us in attendance matters.**
- **Remind parents of the importance of regular attendance and punctuality.**
- **Publish our attendance rate on the school's website.**
- **Weekly: reward and promote good attendance.**
- **Publish your child's attendance rate on her/his annual school report.**
- **Let you know if we have concerns regarding your child's attendance.**

Absence

- Some absences are allowed by law. They are known as "authorised absence". For example, if a child is ill. Decisions regarding authorisation of absences are the responsibility of the Head Teacher.
- There are times when children are absent and this is NOT permitted by law. They are known as "unauthorised absence". Examples include, going on holiday, sleeping in after a late night, your child's birthday.
- If you would like to request term time leave of absence you must put in a request to the Head Teacher by completing an authorised absence request form.

Why Good Attendance is Important



Please help us to help you. If you are worried about your child's school attendance, then staff are available at school and within the local authority who can help and support you.
Gaps in education can mean your child will not reach their full potential.