



# David Ross Education Trust

Broadening Horizons

## A GUIDE FOR PARENTS

### **When does my child need to be in school?**

Your child should be at school by 9.10am, when the register is taken. Afternoon school starts at 1pm.

### **What happens if my child is late?**

Registration finishes at 9.20am in the morning and 1pm in the afternoon. Pupils who arrive after registration should report to the school office.

A series of unauthorised late marks may lead to the issuing of a fixed penalty notice and referral to the Local Authority.

### **Does the school need letters explaining my child's absence or will a phone call do?**

We would expect a parent to telephone the school on the first day of absence, then each day if the absence continues. We will telephone you if your child has not arrived in school by 9:30am. Please complete an absence slip and send into school on their return.

If we are concerned about aspects of your child's attendance or punctuality we will contact you to discuss the best way forward.

An accumulation of unauthorised absences will lead to a referral to the Local Authority.

### **What reasons will the school accept for absences?**

- Illness
- Hospital appointments
- Emergency dental/medical appointment. (Please make routine appointments after school or during the holidays)
- Day of religious observance (for a limited period)
- Family bereavement

Except in the case of illness, you should ask for permission for your child to miss school well in advance, giving full details.

### **What is unacceptable?**

The school will not authorise absences other than those in exceptional



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circumstances. Family holidays, day trips, shopping or birthdays are not classed as exceptional.

## **Can we take family holidays during term-time?**

No. Family holidays should be taken during school holidays.

## **I am thinking about sending my child on an extended absence for an overseas trip to visit relatives. What should I do?**

The school recognises that such absence can be important for children to keep in touch with their extended family, particularly for minority ethnic families. Contact your child's class teacher or form tutor as soon as possible to discuss the best time for such a visit.

## **What can I do to encourage my child to attend school?**

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his / her education.

## **My child is trying to avoid coming to school. What should I do?**

Contact your child's class teacher immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.