

Important Information

School starts at **8:45am** and pupils should be at school and ready to be registered for this time.

Afternoon school starts at **1:00pm**.

The dates of the school holidays and any Inset Days can be found on the school website.

If your child will be absent from school for any reason you should contact us as soon as possible on the first day. Phone the school office to speak to a member of staff or leave a message on the answerphone.

If your child will be absent due to a holiday taken in term-time a Holiday Form should be collected from the school office and completed as soon as possible. Please note that holidays taken during term time cannot be authorised.

Telephone:
(0114) 2872432

Website:
www.astonlodge.org.uk



Did you know?

If your child takes just 10 days holiday during term time and has no other absences for the rest of the year the best attendance they can achieve is only 94%!

Just **10 minutes late** each day means **1 lesson lost** a week – which adds up to **1 school day lost** every half term – which means **over a week of learning lost** in a year!

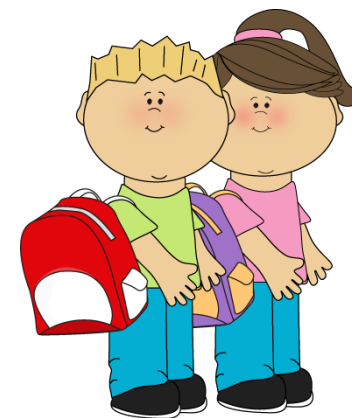
Schools are obliged to monitor and record attendance and punctuality – if your child falls below agreed levels they may be referred to the **Education Welfare Officer** and further action could be taken.

Please contact school if you have any queries or concerns regarding your child.



SCHOOL ATTENDANCE

Information for
Parents and Carers



Why is it important to attend school every day and on time?

It is more important than ever to have a good education if you want opportunities in adult life. Children only get one chance at school and if they don't attend regularly they may...

- struggle to keep up with school work
- miss out on the social elements of school
- struggle to make and keep friendships

Setting good attendance patterns at an early age will help your child later on – employers want to recruit people who are reliable and a poor school attendance record may affect their chances of getting a job.

Arriving late can be very disruptive for your child, the teacher and the other children. It can be embarrassing walking in to the classroom with all the other faces focussed on you.

Research has shown that children who are not in school are most vulnerable and are easily drawn in to crime.

Your child's chance of a successful future can be affected by their school attendance.

What does the law say?

All children of compulsory school age must get a suitable, full-time education.

As a parent/carer you are responsible for making sure this happens.

Once your child is registered at a school you are responsible for making sure they attend regularly.

If this does not happen the Local Authority may take legal action against you.

Authorised Absence

If you think you may need to take your child out of school, discuss the reasons with us as soon as possible.

Our contact details are at the end of this leaflet.

Your child may be ill – this is to be expected and you should follow our absence procedure.

You should try to make routine dental and medical appointments outside of school hours.

What can you do to help?

- If you suspect that your child is unhappy at school, contact us as soon as possible so that we can work together to help resolve any difficulties.
- Make sure your child arrives at school on time.
- Ensure your child is properly equipped (e.g. P.E. kit, glasses).
- Take an interest in your child's education – ask them about their day and praise and encourage their achievements at school.
- Co-operate with any support offered by school or the Local Authority.
- Arrange routine medical or dental appointment outside of school hours.
- Make sure your child gets a good night's rest.

