

NORTHGATE PRIMARY SCHOOL



Pupil Attendance Guide for Parents and Carers

Punctuality

It is important that your child arrives on time to begin the school day promptly with their class.

School timetable

<i>Nursery</i>	
Start of the day	Children to come in from 8:45
End of the day	03:00
<i>Year R</i>	
Start of the day	Children to come in from 8:40
End of the day	3:10 (out at 3:05)
<i>Year 1</i>	
Start of the day	Children to come in from 8:40
End of the day	3:10 (out at 3:05)
<i>Year 2</i>	
Start of the day	Children to come in from 8:40
End of the day	3:10 (out at 3:05)
<i>Year 3</i>	
Start of the day	Children to come in from 8:45
End of the day	03:15
<i>Year 4</i>	
Start of the day	Children to come in from 8:45
End of the day	03:15
<i>Year 5</i>	
Start of the day	Children to come in from 8:45
End of the day	03:15
<i>Year 6</i>	
Start of the day	Children to come in from 8:45
End of the day	03:15

Registers close at 8.55am for Rec, Y1 and Y2

Registers close at 9.00am for Y3 to Y6

Any child arriving after this time will be recorded as late.

Absence

Parents and Carers must inform the school if a child is going to be absent.

- Absence must be reported by 9:00 a.m.
- You can leave a message on the absence line on **01293 526737** (option 1).
- Or send an email to office@northgate.wsussex.sch.uk.
- **Where no explanation is provided for a pupil's absence, it will be marked as unauthorised.**

Planned Absence

Every effort should be made to avoid removing children from school during term time. If you do need to take your child out of school for any length of time you need to:

- Complete an **absence request form**, available from the School Office or download from the school website.
We require two weeks' notice.
- If your child does not return school on the day stated, these absences will be **unauthorised**.
- Evidence (e.g. a doctor's letter, appointment card etc.) must be supplied for any illness either side of requested leave, otherwise this will also be marked as **unauthorised**.
- Our school follows the West Sussex policy for absence requests and fine where appropriate.

Unauthorised Absence

This can be accrued through both absence from school and lateness.

PLEASE REMEMBER

Unauthorised absence will be referred to Pupil

Entitlement: Investigation for a Fixed Penalty notice.

Noncompliance with the law could result in court action and/or a fine.

Authorised Absence

Absences will be authorised where:

- A child is too ill to attend school but has good health and attendance generally.
- A child needs to attend a medical or specialist appointment (evidence should be provided of the appointment).
- A child is attending a religious observance.

Evidence for any of the above will be requested.

Expected Attendance

The government states: “Your child should attend school **at least 95%** of school sessions. If you take 10 days’ holiday in term time and your child has time off sick then your child is already below the official attendance rate.”

How Frequent Absence Affects Your Child

- Children who are often absent miss vital information
- So they don't know or understand the work
- They begin to feel left out
- They get left behind in their learning
- They miss out on social time with their friends in the playground
- They may have to rebuild friendship groups
- They begin to lose confidence for learning
- They begin to lose confidence in themselves

Please do not hesitate to contact the school if you have any concerns with regards to attendance or if you experience problems getting your child to school.

GOOD ATTENDANCE MEANS



...being in school at least **95%** of the time
or between **180** and **190** days



There are only 190 school days each year... that leaves **175** days not at school for shopping and holidays!

