

ATTENDANCE

Children should arrive punctually in the morning. It can be upsetting and disruptive if children are late for school. Similarly it can be just as difficult if they arrive too early. Children may arrive at school from 8.40 a.m. in time to register promptly at 8.45 a.m.

The Class Registers are a legal record of your child's attendance at school. All absences are therefore recorded. Please notify the teacher or school office in advance about visits to the dentist or doctor (if possible). If your child is ill please telephone the school office each day of the absence and on their return write a note explaining the absence when your child returns to school.

From September 2013 The Department for Education have made amendments to the regulations with regard to school attendance and Headteachers in all schools will no longer be allowed to authorise leave of absence for any family holidays. From September 2013 Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances and the number of days authorised for this would be determined by the Headteacher (DFE Guidance June 2013).

In summary, as from 1st September 2013

- Schools are no longer allowed to authorise leave of absence for family holidays.
- Any leave of absence requests can only be authorised by the Headteacher in exceptional circumstances.
- Headteachers should determine the number of school days a child can be away from school if exceptional leave for the reasons shown above is granted.

Currently the Local Authority is reviewing their penalty notice arrangements.

Absences

We have always asked that if your child is absent, you contact us by telephone, in person or by letter.

If by 9.15 a.m. on the first day of absence no explanation for your child's absence has been received, we will be contacting you on your contact numbers. If no contact can be made we will contact the school's Attendance and Engagement Officer. This procedure is to provide reassurance to parents who allow (older) pupils to come to school on their own or with friends, and clarification in the school office about unexplained absences.

Please contact the school between 8.30 a.m. and 9.15 a.m, in person, by ringing the school office (01869 323525) or via e-mail: office.2210@kings-meadow.oxon.sch.uk if your child is absent, after which the procedures outlined above will be implemented.

Lateness

All teachers will close their registers at 8.45 am. If your child arrives after this time we ask that you bring your child to the front desk so that an explanation can be provided and they can be entered on the class register. Class registers are our main record of pupil attendance as well as serving as a potentially life saving record in the event of fire or evacuation.