

What can I do if my child is struggling to attend school regularly?

Clare Palmer, our School Attendance officer can offer you advice and support if you need it.

It Is very important that you speak to us at the earliest opportunity if you have any concerns about your child's attendance.

You can help your child by ensuring that:

- +The night before, they have everything ready for school.
- +They have regular and appropriate bedtime routines.
- +They arrive on time to school.
- +You talk to a member of staff in school about any concerns.

School Attendance Officer:

Clare Palmer

03000658430/07443492663

Expected  
Attendance  
100%

**Senacre Wood Primary School**

Graveney Road

Maidstone Kent

ME15 8QQ

Phone: 03000658430

Email: [Office@senacre-wood.kent.sch.uk](mailto:Office@senacre-wood.kent.sch.uk)

**Together Everyone  
Achieves More**

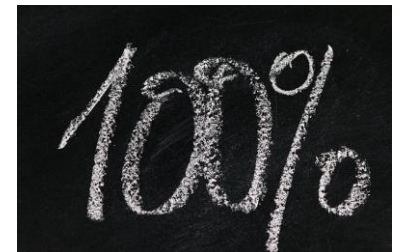
<https://www.senacre-wood.kent.sch.uk>



**Senacre Wood  
Primary School**

School Attendance  
Everything you  
need to know

Every day counts  
Good attendance in school  
= Good progress



## Attendance

This leaflet is designed to raise awareness about the need for all children to attend school regularly and on time. It is very important that parents and carers understand the impact and consequences that low attendance can have on your child's education and progress.

### Why does it matter?

When your child attends school every day they are given so many more opportunities. They are able to make good friends. It increases their confidence in their learning and day to day tasks. It improves their social skills and allows us to help them reach their full potential.

Your child's attendance is monitored closely by our school attendance officer and by the local authority.

When your child's attendance drops under 97% they are monitored weekly. If they continue to drop, then a first and then second letter will be sent home. If there is still no improvement a meeting will be held in school to offer support around the attendance issue.

If there is still no marked improvement with the additional support, a referral will be made to the local authority and a School Liaison Officer will become involved.

## What are our school times?

Our school gates open at 8:40 and close at 8:50 every day.

You are able to access either the front or back gate. There is always a member of staff available at this time to take messages or to support separation.



Pupils are expected to arrive by 8:50am. All pupils who arrive late must report, with their parent, to the school office where the reason for lateness will be recorded.

The pupil will be marked as late in the register (registration code L).

The register will close at 9:15am. Pupils arriving after the register has closed will be marked as late after registration and this will count as an unauthorised absence (registration code U).

Frequent lateness after the register has closed will be discussed with parents and could provide grounds for further action.

### What should I do if my child is absent?

Telephone or text the School before 9am on 03000658430 if your child is unable to attend on the first day of the absence and **each day** thereafter with the reason for this. You may also text the FLO phone on 07443492663.

Contact the school at the earliest opportunity if your child is experiencing any difficulties and the school will do everything possible to resolve the issues. Ensuring a child's regular attendance at school is a parent/carers legal responsibility.

## What should I do if we want to go on holiday?

Holidays during Term time **are not** authorised. In line with the Local Authority policy, if extended leave is required e.g. a close family bereavement or other exceptional circumstances you will need to fill out a 'holiday in term time' form and return it to school.

**If a child receives 10 or more unauthorised sessions in an 50 day period a penalty notice request will be put through to the local authority and you will be issued with a fine.**

If you are unsure why your child has received unauthorised sessions please speak to the attendance officer.

### What can I do to support my child's attendance?

Try to avoid making appointments during school hours.

Make sure you bring your child back after an appointment to ensure they are here for 1 session at least. (There are 2 sessions each day)

Communicate: speak to a member of staff. We are here to help you.

The class with the highest attendance each week will win ATTENDANCE TED!

