

Attendance

Frequently Asked Questions

What action should I take if my child is too unwell to attend school?

All absences must be reported by 9:30am on a daily basis. It is a parent's responsibility to ensure their child attends school regularly and punctually.

How do I register an absence?

Telephone the school on 01582 429434 and leave a message by pressing Option 1. Information should include: Your child's name, Class name, Reason for absence.

My child needs a medical appointment, what should I do?

Appointments should be made out of school hours wherever possible. If this is not possible, please inform your child's teacher in advance by letter. Copies of any appointment cards or letters will also be required.

If my child is late for school what should they do and what will happen?

Children should be on site for 8.40am. If your child arrives between 8.40am and 8.50am they should give their name to a member of staff in the playground/on the gate. Being late for anything on a regular basis is not acceptable and school is no different. If your child arrives after 8:50am they should sign in at the main Reception office in Dunstable Road. Please ensure a responsible adult brings your child to the staff in Reception.

I want to take my child out of school during term time what should I do?

The law states that you do not have the right to take your child out of school during term time. The Local Education Authority works with schools to reduce the numbers of children missing school because of leave taken in term time, including family holidays, and we will not authorise any absence where children miss school unless there are exceptional circumstances. Such unauthorised absences of 5 days or more will lead to the school requesting that the Local Authority issue a penalty notice. We advise that you do not plan for your child to be absent from school without gaining prior agreement from the school first by contacting Mrs Fairweather (Attendance Officer) through Reception. We cannot retrospectively authorise absence from school under any circumstances.

Why have I received a Penalty Notice?

Penalty notices are fines of £60 per child, per parent imposed on parents. Penalty notices can be used where the student's absence has not been authorised by the school.