

PARENTS' GUIDE TO ATTENDANCE



College Road
Primary School

College Road, Keyham, Plymouth, Devon PL2 1NS

Telephone: (01752) 567660 Fax: (01752)
605236

Headteacher: Mr J B Wallace

email:

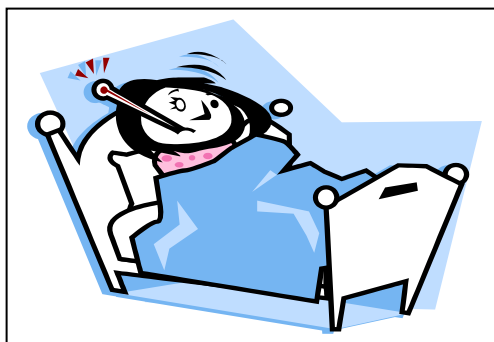
college.rd.primary.school@plymouth.gov.uk

www.collegeroadschool.co.uk



Absence

Parents are strongly encouraged to telephone the school (01752 567660) by 8.00am on the first day of absence so that we all know your child is safe. We will authorise absence on receipt of a phone call from the parent/carer, as long as attendance remains acceptable.



We ask that you phone daily and should your child be absent for more than 3 days please send your child with a note.

Absence from school can only be authorised by the Headteacher; parents cannot authorise absence.

If your child needs to be excused for PE/Games, a letter is required.

We expect medical appointments to be arranged for after school, or if necessary as close to the end of the school day as possible. Children must be collected from the school; they will not be allowed to meet you elsewhere.

Attendance

A good attendance record goes a long way towards helping a child make progress in school.

Levels:

- 97% College Road Primary School target for student attendance
- 90% equates to your child missing $\frac{1}{2}$ a day a week, every week.
- 80% equates to your child missing 1 day a week, every week.

Timings:

8.45am - school starts with morning registration

3.15pm - school finishes

Please see the term dates on the back of this leaflet.

Missing just 17 days in one year (10%) can cause your child to make less progress in their learning than expected.

Education Welfare Service

- If attendance is approaching 90% we will refer your child to the Education Welfare Service as a measure of concern.
- If attendance drops below 90% your child will be classified as a Persistent Absentee and the EWS may consider prosecution.
- If your child gains 8 unauthorised absences (equals 4 days) the LA may consider the issuing of a penalty notice against the parent after a further absence.
- Please see our website www.collegeroadschool.co.uk for more information on the law regarding absence.