



## Broadbent Fold Primary School and Nursery

### ATTENDANCE

The importance of regular attendance and punctuality at school cannot be too highly stressed. Attendance and punctuality are monitored each term and the school operates a range of rewards for 100% attendance and commitment to good attendance. Irregular attendance or below average is referred to the Education Welfare Officer.

It is the legal obligation of all parents to see that their child attends school regularly and punctually. Average attendance rate is 95%. **Families are strongly discouraged from applying for holidays in term time**, as our own data and all other research shows that below average attendance has a detrimental effect on children's progress.

*A child taking a two week holiday in term time can achieve a maximum of 94.8% attendance in a year. This child will miss 10 numeracy lessons and ten literacy lessons during that time, which may constitute a whole unit of work. If this pattern is repeated for the whole of a child's primary education it is the equivalent of missing a whole term!*

The Educational Welfare department officers can be contacted through the Education Department in the Council Offices 3428355.

### CHILDREN ARRIVING LATE

#### **School Opening Times**

Key Stage Two 8.45am - 3pm (doors open 8.40am)

Key Stage One and Foundation Stage 9am - 3pm (doors open 8.45am)

Children arriving late for school should be brought to the front entrance where they will be signed in for fire safety purposes and where the time, date and reason for lateness will be recorded.

### COLLECTING YOUR CHILD FROM SCHOOL

Children's safety is of paramount importance. It is recommended that children under the age of 16 do not to collect Foundation Stage and Key Stage 1 children.

If adults other than parents/carers will be picking up your child, please inform the staff beforehand or if there is any change to your usual routine.

### DENTAL AND MEDICAL APPOINTMENTS

Wherever possible, routine dental appointments should not be made in term time. If parents wish their child to leave school during the day for hospital or emergency dental appointments, they must make this request in writing and personally collect the child from the front entrance, where they will be asked to sign their child out. *Parents should expect to be asked to show appointment cards.*

### **MEDICATION**

If your child needs medication, but is well enough to attend school, **you** (*not your child*) should bring the medicine to the school and complete a medicines permission form found at the main office. Without this, the medication will not be administered. Only medicines prescribed to the child will be administered. The medicine should be clearly labelled with the name, exact dose, and times to be given. Medicine may be administered by a responsible adult named by the headteacher. If your child needs to carry an inhaler, please speak to your child's class teacher, who will make the appropriate arrangements with First Aiders.

