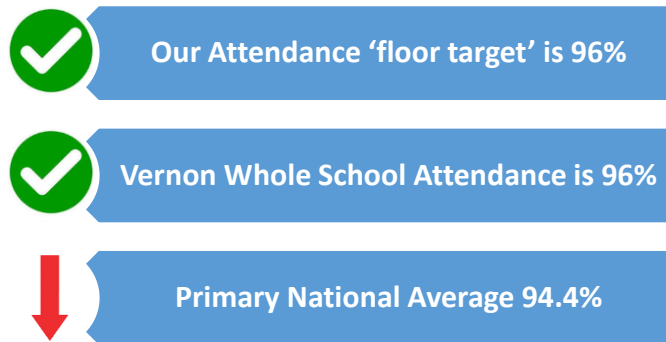


## Attendance Newsletter January 2024

Welcome to our first attendance newsletter of the New Year and thank you to all parents/ carers for supporting our high standards of attendance and punctuality in school.



### Punctuality

Punctuality Matters! It is very important that all children arrive to school **on time** every day. Children who are late to school miss important information and activities that are readying them for the day's learning, cause disruption to the lesson for others, and it can be upsetting for them leading to possible further absence. Look out for some special visitors on the school gates this week, who will be monitoring lateness and punctuality.



School starts promptly, see below times:

- Registration begins at 8.45am and all pupils are expected to be in the classroom for this time.
- Late arrivals after 8.45am should report to the school office as they will not be able to come into school via their usual morning entrance. Arrivals between 8.45am and 9.15am are recorded as **Late (L)**.
- Arrival to school later than 9.15am is marked as '**late after register closes**'. We are required to record this as an unauthorised absence for that half day session.

### Did you know....?



## **Absence due to illness**

During our recent attendance supervision with a representative from the Cheshire East Attendance Team reasons for absenteeism were focussed on. 'Feeling unwell' was identified as a non-valid reason for authorised absence due to illness, as it is too vague. If your child is absent due to illness, please be specific about the nature of the illness. Provide a full explanation for any absence due to illness or a medical condition on the first day of absence. If the illness persists for more than 5 days, please inform school whether medical attention has been sought.

**Unsure whether to keep your child off school? Follow the links below for further advice.**  
**[NHS - is my child too ill for school?](#)**

## **[Managing Specific Infectious Diseases](#)**

## **Leave of Absence Procedure**

Leave of absence requests must be made in writing to the email address [absence@vernonprimary.cheshire.sch.uk](mailto:absence@vernonprimary.cheshire.sch.uk) for the attention of the Headteacher at least 4 weeks prior to the first day of absence being requested.

## **Cheshire East Penalties for unauthorised absence**

Parents/carers should be aware that if your child, of compulsory school age, has 10 unauthorised sessions (equivalent to 5 days) of absence in term time, this is referred to Cheshire East and may result in a school absence penalty notice (fine). No holidays will be authorised during term time. Absence due to holiday will be recorded in the register as unauthorised. (Other exceptional circumstances may apply.)

## **Parents can support regular school attendance by:**

- Making sure their child leaves for school early enough to arrive at school on time.
- Making any medical appointments outside of school hours whenever possible. For medical appointments made within school hours medical evidence will be requested.
- Not taking children out of school for holidays in term time or for other unnecessary reasons.
- Contacting the school to discuss any concerns regarding their child's attendance.
- Working in partnership with the school to resolve any issues that are impacting on their child's attendance.

If you would like further information on our attendance procedures, please refer to our Attendance Policy on the school website.

Thank you for your continued support.

The Attendance Team