

School Attendance

Frequently Asked Questions (January 2024)

What time should my child be in school?

Pupils are expected to arrive by 8.55am ready for registration at 9am.

What happens if my child is late to school?

Pupils arriving after 8.55am must enter the school by the main entrance and report to the office where they will need to sign in to record the time they arrived and the reason for their lateness.

If a pupil arrives between 9am and 9.10am they will be marked as late before registration has closed (code 'L').

If a pupil arrives after 9.10am, after the register has closed, they will be marked as late after registration (code 'U') and this will count as an unauthorised absence.

How do I inform the school if my child is unwell and won't be attending?

Parents should contact the school either via telephone (01892 531395) or email (admin@claremont.kent.sch.uk) by 9.30am with the following information:

- Child's full name
- Child's class
- Full reason for absence (unwell or ill is not sufficient)

This is a safeguarding issue requirement so that all parties know that your child is safe and their whereabouts known. Parents should regularly update the school and inform on when their child is returning.

My child has a medical appointment/music exam during the school day. How do I inform the school?

Where a child requires a short amount of time out of school for a music exam, medical appointment or school visit, a **Pupil Pass form** must be completed at least 24 hours in advance and authorised by the school office. The forms can be found on the school website or hard copies are by the office.

Where possible, routine appointments at the dentist/opticians should be made outside of the school day or during the holidays.

In what circumstances can I request leave for my child during term time?

The Headteacher may only authorise absence in 'exceptional circumstances' and this must be requested in advance. Agreement to each request is at the discretion of the Headteacher. Exceptional circumstances are defined as rare, significant, unavoidable and short. By 'unavoidable' it implies that an event could not reasonably be scheduled at another time.

Exceptional circumstances may include:

- The death or terminal illness of a person close to the family
- To attend a wedding or funeral of a person close to the family
- Where an absence from school is recommended by a health professional as part of a parent's or child's rehabilitation from a medical or emotional issue
- Service personnel returning from a tour of duty abroad where it is evidenced the parent will not be in receipt of any leave in the near future that coincides with school holidays
- Any strong personal reasons why a family might need to take a child away from school for a short time

A request of absence for the purpose of a family holiday will not be authorised and, if taken, may result in the case being referred to the Inclusion and Attendance Service. They may issue a Penalty Notice to each parent for each child taken out of school.

If you consider you have exceptional circumstances to request a leave of absence during term time, please complete the **Application for Leave of Absence during Term Time form** at least 14 days before the date you wish to remove your child from school.

What do I do if I am going to be late to pick up my child?

Parents should notify the office if they are going to be late collecting their child and advise of an expected time of arrival.

How do I notify the school of a change to pick up arrangements?

An email should be sent to the office (admin@claremont.kent.sch.uk) **before midday** if your child is being collected by someone different to the Home Time Arrangements form.

We are aware that there will be circumstances where arrangements have to be changed last minute. In this case please call the office (01892 531395) rather than email.

How does the school award good attendance?

Children with 100% attendance at the end of the school year will receive a 'good attendance' award. We recognise that there are occasions where children will have had an unauthorised absence or exceptional circumstances which has prevented them from achieving 100% but their attendance is still very high. These children will also receive a 'good attendance' award.

Where can I find the school's attendance policy?

A copy of the full attendance policy can be found on the school website under policies.