

# Ashfield Valley Primary School

## Attendance Policy For Parents

### Why is good attendance important?

- The children with good attendance nearly always achieve good levels in their work and in their SATs.
- Children with poor attendance miss large amounts of teaching.

### Target attendance

- We would like every child to have at least 97% attendance.

### Good attendance

- In assembly the attendance from the previous week is read out for each class. Good attendance is celebrated and the class with the highest attendance keep *Attendance Ted* for the week.

### What happens if your child is sick?

- Please contact school on the first day of absence by 9:00 to give us the reason.
- If you do not contact school on the first day, we will treat the absence as unauthorised.
- If you send your child into school when they are feeling a little unwell, inform a member of staff or speak to someone at reception. We will look after them and telephone you if we think they are not well. Often children feel better when they get busy with their work and play with their friends.

### What happens if your child is sick for more than two days?

- The first two days of sickness absence will be authorised.
- After two days we will ask for medical evidence.

### What happens if you need to take your child for an appointment?

- Please try make your appointments after school.
- If your child has an appointment during the school day please bring your child back to school as soon as possible after the appointment.

### What happens if you want to take your child on holiday in school time?

- There is no permission for holidays in school time.
- Holidays in school time are unauthorised absence and may result in a fine and your child losing their school place.