

# Contact Information, Absence & Attendance



## CONTACT INFORMATION

It is important that during the school day we are able to contact parents and/or other family members. Periodically we send home Data Checking Sheets for parents to check and complete with up to date telephone numbers. It is essential that we have your child's home address and contact telephone numbers for parents and if possible two other emergency contacts. **If you change your address or contact telephone numbers, please inform the school immediately.**

In cases of emergency, a parent must be contactable, Hospitals may be unwilling to administer treatment if a parent is not present.

## ABSENCE/ATTENDANCE

It is important that your child/ren attend school all of the time. This will greatly aid their development and help them reach their potential. Having unnecessary time off has a detrimental effect on progress and development. We identify causes for concern and inform parents. If concerns continue we may need to take legal action against parents through parent fines for poor attendance.

We ask that Parents contact the school before 9.15am to inform the office if their child is going to be absent from school or late due to a medical appointment.

We operate a group call text messaging system, which is carried out after morning registration. If your child has not been marked present, sick or at a medical appointment then the computer will generate a call to your mobile asking you to confirm why your child is not in school.

Our policy is that no holidays in term time are authorised irrespective of the reason for the absence. If a child is taken out of school during term time he/she will be classed as unauthorised for the duration of the absence. We will check ratio of attendance and decide whether it is in a child's best interest to issue a fine for poor attendance.

Letters are sent out termly to each child stating their attendance percentage for the previous term and which category they are in under the 'Wise-Up On Attendance' initiative. The categories are as follows: Gold 97%-100%, Silver 95%-97%, Bronze 93-95%, Red 85-93% and Wise-Up below 85%. Children who achieve Gold, Silver and Bronze will be awarded a badge to celebrate their achievement.

We also monitor punctuality. If your child is late for school on a regular basis we will write to you and monitor your child's lateness.