



Chapelford Village Primary School

Attendance

Start and End of Day Procedures

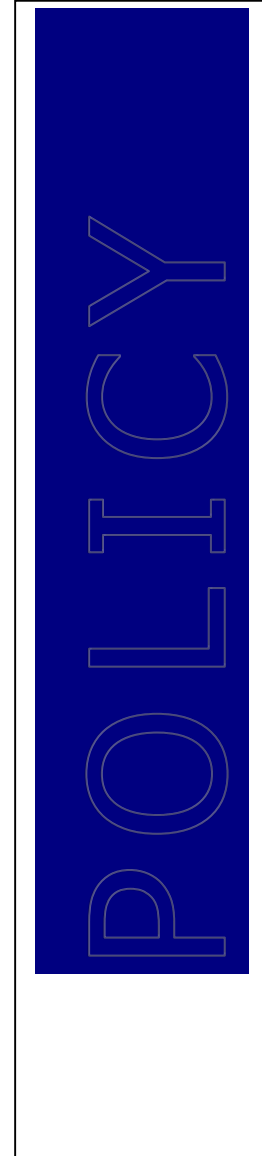
Learn

Achieve

Respect

Chapelford Village Primary School
Santa Rosa Boulevard
Warrington
WA5 3AL

Telephone: 01925 712554
Email: Chapelford_admin@omegamat.co.uk



DOCUMENT STATUS

Version	Date	Action
1	October 2018	

8:45am the classroom doors are open

8:50am the bells are rung, children proceed into class and teaching/early morning work begin in all classes whilst the registers are being taken

Please note: It is extremely disruptive to all the classes if children arrive late - it is also very difficult to start teaching if children are arriving after 8:50am into classes.

Arriving late into a class not only causes embarrassment for the child involved but also stops learning for the rest of the class. Early work activities are planned during registration and often teaching assistants are working with individuals. If your child is late they will NOT receive this input.

If your child is late they are missing quality first teaching as well as disrupting their class mates.

If your child arrives at 9:00am every morning they are missing 50 minutes of input each week.

Please also think very carefully about taking children out of school for 'occasional days' or appointments. By missing just one English lesson per week your child may miss an integral part of learning and find it difficult to catch up. Missed sessions, however small, certainly have a negative effect on your child's education.

Please avoid any missed days during school time - especially at the beginning and end of terms where introductions to new learning often take place as well as assessments of units of work at the end of term. These sessions cannot be replaced!

Every school day counts because:

95% Attendance: 9 Days of Absence or 1 Week and 4 Days of Missed Learning

90% Attendance: 19 Days of Absence or 3 Weeks and 4 Days of Missed Learning

What to do if your child is ill

Please let us know as early as you can. It is your responsibility as parent/carers to inform the school and keep us updated for all absences.

*Phone the school office **01925 712554**. If there is no reply, please leave a detailed voicemail:

Your child's name

Your child's class

The reason for absence

What is wrong with your child (saying they are ill is not enough information)

Possible date of return

*Email the school chapelford_admin@omegamat.co.uk (please put absence in the subject heading) this is the preferred method of communication if at all possible.

*Parentmail

What is a 'late' and what to do if your child is late

The school day starts at 8:50am when the bells are rung. Your child is 'late' if you arrive to school after 8:50am and the classroom door is closed.

It is essential that if you arrive to school after 8:50am you report to the school office to inform us so we can update the register and order a school meal (if necessary). Your child can then go straight to class.

You will understand that it is impractical for us to interrupt teaching in class to see if any children have arrived after registration, so in order to avoid an unnecessary text messages being sent, please ensure you come to the school office to sign your child in.

If we have not heard from you we will send out our text message asking for information on the whereabouts of your child.

Please do respond to this prompt as soon as possible, it is a legal requirement to know where our pupils are.

Please be mindful, children arriving late to school disrupt the learning of the whole class.

Ordering a school meal when your child misses registration

School meals are ordered at the same time as registration. If your child has missed registration, it is essential that you inform the school office if your child requires a meal.

What to do if your child has a medical appointment during school time

If your child needs to attend a medical appointment during the day, please could you provide the appointment card so it can be photocopied and kept on your child's file. Please come to the school office to sign your child out. A member of staff will collect your child from their classroom or a telephone call will be made for your child to come to the office.

Similarly, if you are returning your child to school, please come to the school office to sign them in and a member of staff will accompany them to their classroom, or, if they are happy to do so, they may go to class by themselves.

The effects of low attendance

We are very mindful of the effect of low attendance on children. It affects their learning, confidence and social interaction.

We want the best for your child and would like to work with you to help your child feel happy and successful.

Your child deserves a good education and all the opportunities that education can give them.

School times and end of school dismissal

The school year is 195 days altogether. Five of these days are used for staff training (inset days), so that means pupils go to school for 190 days a year, which is spread over 6 terms.

Each school chooses when their inset days take place.

Our school starts promptly at **08:50am** and ends promptly at **3:15pm**.

Y6: children in Y6 can walk home/leave school without adult supervision with written parental permission. Email is the preferred method of communication.

Y5: In term 5, (so after Easter) children in Y5, can with written parental permission walk home/leave school without adult supervision as long as the following is quoted:

Quoting: I am happy to take responsibility for (child's name) to walk home alone after school on..... (supply particular days if applicable) or every day.

Y4, Y3, Y2, Y1 & YR: Children in these year groups must be collected by their parent/carer every day at 3:15pm. **

The exceptions for children not leaving the premises at 3:15pm are: Children attending After School Club, Teacher Led After School Clubs and rehearsals for upcoming school productions. Consent will have been sought for this.

**We are very happy for children to go home with extended family/school friends upon receipt of an email/verbal message from the parent/carer informing us of the change. We will not let a child in our care leave with anyone other than those with parental responsibility without being informed.