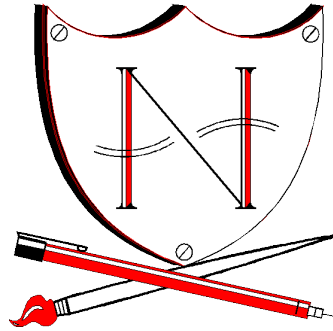


If you require any further  
information on  
Attendance

please contact

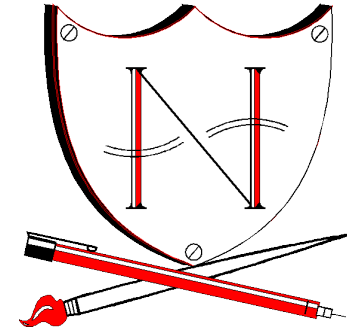
Emma Nicholson  
Attendance Officer  
or  
Wendy Cook  
Home School Link Worker  
01483 529888



Northmead  
Junior School  
Grange Road  
Guildford,  
Surrey  
GU2 9ZA

Phone: 01483 529870  
[www.northmead.surrey.sch.uk](http://www.northmead.surrey.sch.uk)

Please use the free  
Studybugs App  
for reporting  
your child's absence  
due to illness.  
<https://studybugs.com>



Northmead  
Junior School

**Attendance  
Information  
For Parents**

2019/2020

### **What does regular attendance mean?**

Regular attendance means that your child must:

- Arrive at school on time.
- Attend school every day unless there are justified reasons.

### **What can you do to help your child's attendance?**

It is a parent's responsibility to ensure their child attends school regularly and punctually. Pupils are expected to attend 100% of the time unless the absence has been authorised by the Head teacher (or delegated member of staff).

If your child starts missing school for any reason other than illness:

- Make early contact with the school.
- Help the school to put things right.
- Make sure that your child understands that you do not approve of the absence.

Remember that your child must not be kept away from school for reasons such as;

- Looking after others at home
- Visiting relatives
- Taking long weekends
- Shopping trips
- Birthday treats

### **What action should I take if my child is too unwell to attend school?**

All absences must be reported by 9am on a daily basis via the Studybugs app available for free from [studybugs.com](http://studybugs.com)

Northmead Junior School uses a daily calling system.

If your child fails to register or is absent and we have not received notification by 9.20am a call will be made to you.

If we are unable to make telephone contact with you regarding your child's absence from school within 24 hrs and we have had no prior notification of absence, we will attempt to contact you via a home visit. If no contact can be made, a call will be made to the Surrey CSPA, Children's Single Point of Access.

### **If my child is late for school what should I do?**

- Registration starts at **8.50am** in classrooms. We operate a late gate system to encourage the children to be on time.
- Children who arrive after this time will be marked in the register as 'late'.
- If your child arrives after **9am** they should report to the school office.
- If they arrive after **9.20am** when the registers close they will be marked as 'absent unauthorised'

### **Can I take my child out of school for another reason?**

It is not in your child's best interest to miss any schooling. If your child needs to miss school for a special reason you must ask permission well in advance and give full details.

Absence from school cannot be authorised unless very exceptional circumstances are given.

### **Penalty Notices.**

We would like to remind parents that if there is an unauthorised leave of absence for 5 or more school days, each parent/carer will be liable to receive a penalty notice. Penalty notices are issued per parent/carer per child and the amount payable is £60.00 if paid within 21 days, rising to £120.00 if paid after 21 days but before 28 days. If the penalty notice remains unpaid after 28 days, the Local Authority will consider a prosecution in the Magistrates Court.

### **Will I be made aware if my child's attendance is a concern?**

Yes, if their attendance falls below an acceptable level you will be contacted by the attendance officer to discuss this. If there is no improvement, you may be referred to the Inclusion Officer.