



ASHFORD OAKS PRIMARY SCHOOL

ATTENDANCE INFORMATION FOR PARENTS/CARERS

- ⇒ The school gates open at **8.40am** to allow children to say goodbye to their adult and walk through to their classrooms. Children need to be in their classes by **8.50am** when registers are taken.
- ⇒ Children arriving after this point are marked as late (L) at the school gate and make their lunch choices there.
- ⇒ Children arriving **after 9am** go into school via the school office and will be marked as **late (L)**.
- ⇒ Children arriving **after 9.15am** are given an **unauthorised mark (U)** for the morning session.

ABSENCE

If your child is unwell or unable to come to school please make the school aware, by 9.30am, or as soon as possible. If the school is not made aware they will be marked as an unauthorised absence.

Please call the school office on **01233 631259** or email:

attendance@ashfordoaks.kent.sch.uk



We do have on our homepage **<https://www.ashfordoaks.kent.sch.uk/>** a 'Daily Absence Reporting' link to this email address.

If you are experiencing difficulties (either one-off or longer term) in getting your child to school, please contact **Mrs Betts (01233 631259)**, our **Attendance Officer**.

LATENESS

Children who arrive late are greatly disadvantaged as they miss starting the day with their peers and the beginning of lessons. This means they are often unsettled and confused about tasks. Their teacher will not always be able to re-explain tasks. Children have said that arriving late can cause them anxiety and embarrassment when entering and disrupting an already settled classroom, it also affects them socially as they can feel isolated within their friendship groups.

We ask that you ensure your child arrives at school on time to prevent disruption to your child's own learning and that of others. We review lateness weekly and will contact you if we are concerned.



SICKNESS

It can be tricky deciding whether or not to keep your child off school when they're unwell. Not every illness needs to keep your child from school. If you are unsure please follow these guidelines:

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

If your child is absent from school due to illness for more than three days, or is often absent for short periods, we may ask for supporting evidence to confirm the absence. A prolonged period of absence is likely to heighten a child's anxiety about attending in the future, rather than reduce it.

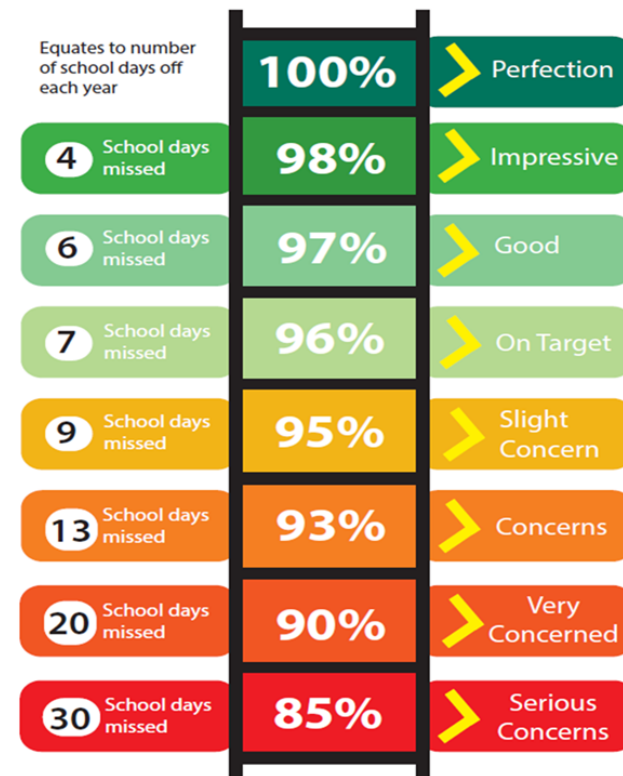
SEND TO SCHOOL

- ⇒ Colds, coughs and sore throat
- ⇒ Conjunctivitis
- ⇒ Hand, foot and mouth (please make us aware)
- ⇒ Headlice (please make us aware)
- ⇒ Slapped cheek syndrome (please make us aware)

STAY AT HOME

- ⇒ Chickenpox (until all blisters have crusted over)
- ⇒ Diarrhea and Vomiting (until 48 hours after their last episode)
- ⇒ Scarlet Fever (until 24 hours after started antibiotics)
- ⇒ Temperature (38 degrees or above)

Days off school add up to lost learning



REQUEST FOR ABSENCE

Please be aware that we are unable to authorise any holiday. Absence can only be authorised in exceptional circumstances. If you wish to take your child out of school complete a Request for Absence form, which are available from the office. Please note that taking leave during term time without approval may result in fines.

EXPECTATIONS OF PARENTS/CARERS

Parents/carers have a legal responsibility to ensure their children receive a full-time education. To summarise, for every pupil that is registered with us there is an expectation that parents/carers will:

- ⇒ Ensure their child attends every day the school is open
- ⇒ Notify us as soon as possible when your child is absent
- ⇒ Book any medical appointments which are non urgent outside school hours
- ⇒ Work with us to help us understand any barriers to their child's attendance
- ⇒ Proactively engage with support offered from us to prevent need for more formal support
- ⇒ Adhere to requirements set out around school attendance and punctuality
- ⇒ Be proactive in providing any medical evidence requested by school
- ⇒ Promote good routines and positive attitudes towards their child attending

SUPPORT

Ashford Oaks is very supportive and sympathetic to all types of family situations which have an impact on the way your day runs. Please do let us know if we can support you in any way.

Mrs Betts runs an **Attendance drop-in session every Wednesday at 9am**, she would love to see you there.

Ashford Oaks Primary School // Oak Tree Road // Ashford //
Kent // TN23 4QR

T: 01233 631259