



# Pelton Community Primary School

Ouston Lane, Pelton, Chester-le-Street, Durham, DH2 1EZ

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Headteacher – Mrs W Edwards MA, Deputy Headteachers – Mrs J Russell (Beamish), Mrs K Telfer (Pelton)

October 2017

Academic Year 2017/2018

## Attendance in School

Dear Parents/Carers

Beamish and Pelton Schools encourage good attendance and punctuality. The expected level of attendance for your child is 96% which is also the national level. As part of our safeguarding procedures, it is extremely important that school is kept informed of **any** absences - this helps us to make sure that your child is safe.

We understand there will be times when your child is unable to come into school and we would ask you to follow the points below :

### ***What do I need to do if my child is going to be absent?***

If your child is to be absent, please follow the points below :

- Contact should be made on 0191 3700260/0191 3700451 before 9.30am **on the first day of absence**. It is the parent/carer's responsibility to inform the school of any absence.
- If following a call or text message from school, we still have no contact from parents, alternative numbers will be tried or ***a visit may be carried out to the home address by school, the police or welfare services.***
- If your child is still absent after **3** school days in a row, further contact should be made with school to update and give a date of return.

The school will normally authorise absences for illness but does reserve the right to request supporting evidence of your child's illness by way of a doctor's appointment card, prescription, medication receipt for over the counter medicine etc, should this be required.

### Doctors / Dental or Hospital Appointments

Please ensure that the school office is notified in advance of all appointments - these should be made out of school hours, unless it is a necessity and a copy of the appointment card should be provided to the office.

NOTE - Your child must still attend school until taken out to travel to any appointment and must be returned to school as soon as possible afterwards.



## Headlice

If your child is checked for head lice on a weekly basis and treated straight away when live lice are found, they are able to attend school as usual but should avoid head to head contact with other children. Any absence due to headlice will no longer be authorised by the school.

Sickness and Diarrhoea - Current school policy is that if your child is absent with acute sickness or diarrhoea, they should remain absent from school for 24 or 48 hours respectively. However, in sickness where this has been a "one off" and your child appears well enough to come to school, they should attend as normal. If any doubt, please contact the school.

## Leave of Absence During Term Time

Holidays during term time will not be authorised unless there are exceptional circumstances (supporting evidence may be requested). ALL absences must be reported to the school office. These can include holidays, weddings, sporting activities, religious observance, travellers absence etc. Please ensure that a form is obtained from the office **prior to the absence**.

Please also note that fixed penalty notices of £60.00 per parent, per child may be issued for "unauthorised holidays" which also includes "unauthorised absences".

If the school is not informed or are in any doubt regarding the absence, it will be recorded as "unauthorised absence" unless evidence is received to the contrary.

All children who achieve **100% attendance and punctuality** in a half term have their names displayed on our tree in the main entrance and are then entered into a draw at the end of the school year. Attendance stickers and certificates are also awarded to children.

## School Times

The first school bell rings at **8.40am** at which time the doors will be opened by a teacher. The children should be ready in the school yard to enter school so that registers can be taken promptly at 8.45am and lessons can be started. A late mark will be recorded for any children coming into school after this time. After 9.15am, a "U" will be recorded which is classed as an "unauthorised" mark. Unauthorised marks can lead to enforcement action. Continual lateness will be monitored.

An attendance agreement is attached, please complete and return this to the school office as soon as possible.

Having a good education will help give your child the best possible start in life. Beamish and Pelton Schools encourage good attendance and work closely with the Attendance Improvement Team to help achieve this.

Should you have any concerns or queries regarding your child's attendance, please contact Mrs Thynne through the school office.

Thank you for your continued support.

Wendy Edwards  
Headteacher

