



## Elton Primary School & Nursery

School Lane  
Elton  
Chester  
CH2 4LT

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**Fax:** 01928 724312

**Email:** [admin@elton.cheshire.sch.uk](mailto:admin@elton.cheshire.sch.uk)

**Website:** [www.elton.cheshire.sch.uk](http://www.elton.cheshire.sch.uk)

**Acting Headteacher – Mr Kevin Manning**

Our Ref: PARL0744

Friday 10<sup>th</sup> February 2019

### **Attendance Newsletter – February 2019.**

Dear Parents,

To help you remain up to date with attendance matters, we have compiled this newsletter containing useful information about your child attending school.

#### **MORNING ROUTINE**

The school gates open at 8:45am each morning. All children are to be in school no later than 8:50am for morning registration at 8:55am. The gates will be locked and the registers closed at 9:00 am. Any children arriving after this time must be signed in at the office by an adult and will be marked as late. If you are having problems getting your child into school on time, please speak to a member of staff for support or call the office to arrange an appointment.

#### **Lateness = Lost Learning**

(Figures below are calculated over the school year)

5 minutes late each day = 3 days lost!

10 minutes late each day = 6.5 days lost!

15 minutes late each day = 10 days lost!

#### **REPORTING SICKNESS /PUPIL ABSENCE**

If your child is poorly and unable to attend school then please telephone the school office before 9 am on 01244 981170 and select option 1 to leave a message on the absence line. If you do not contact the school, you will be contacted by the office via telephone or text to confirm why your child is not present.

If your child has sickness or diarrhoea, they must be kept off school for **48 hours** after the last bout of illness. As above, the school office should be informed.

#### **MEDICAL APPOINTMENTS**

Can we please ask that all routine non urgent appointments such as dentist, optician or hospital appointments are arranged for out of school hours if possible. If you have an appointment for your child which cannot be re-scheduled, please provide a copy of the appointment letter or card to the school office prior to the appointment.



## REQUEST FOR LEAVE/HOLIDAYS DURING TERM

The school cannot authorise holidays during term time. If parents still choose to take a holiday with their child during term time, a Fixed Penalty Notice will be imposed if the absence is for five consecutive days and the absence is recorded as being unauthorised.

As a school, we appreciate the financial difficulties faced when booking holidays, particularly during school holidays, however parents are asked to carefully plan any holidays to ensure they are not taken during term time. The school term dates can be found on the Term Dates section of the school website.

Currently, the penalties payable are £60 if paid within 21 days and £120 if paid within 28 days. The penalty is per parent/carer per child. In **exceptional circumstances only** the Headteacher may choose to grant leave of absence, for which a Leave of Absence request form should be completed and handed into the school office (ask at the office). Please refer to the school's Attendance Policy on the website – [www.elton.cheshire.sch.uk](http://www.elton.cheshire.sch.uk) for more details.

## GENERAL ATTENDANCE

The Education Welfare Officer attends school to monitor and inspect our attendance registers. The target for attendance is **95%**. If a child's attendance falls **below 90%**, parents will receive a letter advising of the attendance and offering the opportunity to chat to school about it. Parents may be invited to make an appointment to meet with Ella Jackson, the Admin Officer who supports attendance in school to chat about your child's attendance.

Our Attendance Policy is available to view and download on the Elton Primary School and Nursery website [www.elton.cheshire.sch.uk](http://www.elton.cheshire.sch.uk).

If you require any more information regarding attendance, please get in touch with the school office.

Yours sincerely,

Kevin Manning

Acting Headteacher.

