

WHAT TO DO IF YOUR CHILD IS SICK...

1 CONTACT SCHOOL

Contact school on the first day of absence before 8.55 am. Our preferred method of contact is through Studybugs (www.studybugs.co.uk). Speak to the office 01277 372295 or leave a voice mail. OR, you can go into school and speak to the office staff.



2 KEEP IN TOUCH

Contact the school on every further day of absence, again before 8.55am

3 PROVIDE EVIDENCE

Sometimes you may be asked to provide evidence for an absence. This could be photos of the child, photos of medicine or copies of an appointment.



4 RETURN TO SCHOOL

Children should return to school as soon as they are well enough. If they need medicine to be given during the school day, please complete the form in the school office.



5 IF YOU ARE WORRIED...

You can always call school to check on your child during the school day. You could email the class teacher too.



Please read in conjunction with the school policy.

This can be found here:

<https://www.bentley-stpauls.co.uk/attendance-and-punctuality/>

For more information or clarification, please contact the school office

admin@bentley-st-pauls.essex.sch.uk

01277 372295



Attendance Information

for Parents/Carers

2024

SCHOOL ATTENDANCE AND THE LAW



LATENESS procedures in school



Poor punctuality is not acceptable. If a child misses the start of the day, they can miss work and time with their class teacher getting vital information and news for the day. Late arrivals also disrupt lessons, can be embarrassing for the child and can also encourage absence. Good timekeeping is a vital life skill that will help our children as they progress through their school life and out into the wider world.

- 1. The school day starts at 8.55am**
Gates open at 8.40am and your child is expected to be in class by 8.55am
Registers are taken at 8.55am and if your child is not in at that time they will receive a late mark.
- 2. Registers are taken**
If children are late, parents are expected to bring them to the school office and sign them in the late book.
- 3. Parent responsibility**
Parents/carers must recorded the reason for the lateness in the book.
- 4. Reasons for lateness**
Lateness is tracked and monitored by the office. If it is regular then a meeting with the head teacher will be arranged.
- 5. Tracking**
If there are concerns about lateness, an action plan will be put in place by the parent and the head teacher. This will be monitored for improvement.
- 6. Concerns**
Always speak to school if you are struggling to get to school on time. We will help where possible.
- 7. Communication**
If the lateness persists, we will offer support and engage other agencies where needed. This could be: School Nurse, Local Attendance Adviser, Home School Liaison Worker, Local Authority, Family Solutions or Social Care
- 8. Support**

MANAGING ATTENDANCE

