

Prior Heath Infant School Attendance Policy Quick Guide for Parents

The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment.

The name and contact details of the school staff member parents should contact about attendance on a day-to-day basis is:

Mrs Jill Harris, Senior School Administrator
info@prior-heath.surrey.sch.uk Tel: 01276 25546

We expect pupils to attend school for 100% of the academic year. You can support your child to have excellent attendance by taking these steps:

- Ensure your child arrives on time for school every day and is ready to learn. Classroom doors open at 8.40am and are locked at 8.50am when registration takes place. Children arriving after 8.50am are recorded as late in the attendance register. Children arriving after 9.20am are recorded as an unauthorised absence.
- Avoid taking your child out of school during term time.
- If your child appears to be only slightly ill, send them in to school. We have staff who will contact you if their condition deteriorates. Please refer to the NHS Guidance: [Is my child too ill for school?](#)
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance by completing a leave of absence request form.
- Supply a copy of the appointment card or hospital letter if your child has an appointment during school hours.

Should you require any assistance with your child's attendance or punctuality, please contact your child's class teacher or the school office. We are here to help.

'On the day' absences: what should I do if my child is too unwell to go into school?

On each day your child is unable to come to school, please report this in one of the following three ways:

- Leave a message on the absence line on 01276 25546
- Leave a message on the ParentMail app
- Send an email to info@prior-heath.surrey.sch.uk.

Messages must be reported before 9.20am. In the message you must leave your child's full name and class and provide the specific reason for absence. The information you give will be recorded on our official register.

Leave of Absence

There may be exceptional circumstances where you need to request a leave of absence for your child. Please use our 'Leave of absence request' form to make these types of requests. The form should be submitted **in advance** of the leave of absence, via your child's class teacher or the school office. The form will be completed by the Headteacher and returned to you to advise if the request has been granted or declined. If the request is declined, a letter will also be sent. Please be aware, unauthorised absence may result in a penalty notice being issued. Please see our Attendance Policy for further details.

Senior Attendance Champion – responsible for the strategic approach to attendance in our school	Mrs Lindsey Chivers Headteacher	info@prior-heath.surrey.sch.uk
Attendance contact	Mrs Jill Harris Senior School Administrator	info@prior-heath.surrey.sch.uk Tel: 01276 25546