

Tel: 01634 234699

Email: [office@parkwoodprimary.org.uk](mailto:office@parkwoodprimary.org.uk)

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## ATTENDANCE UPDATES

As parents and carers are aware, the school now operates a voice mail system and this is primarily used by the school office for the morning period of the school day. This option allows messages to be left when reporting a child's absence and or other requests and support.

In addition to this, Parkwood Primary are introducing a new email address that can also be used to report your child's absence. Please report all absences now through this email address and not the general main office email.

The new address is [attendance@parkwoodprimary.org.uk](mailto:attendance@parkwoodprimary.org.uk)

The Attendance Policy, which can be found on the school website, has recently been updated. This will hopefully clarify some of the procedures that are in place around areas such as reporting absence; holidays taken in term time; late into school and how school work alongside the Attendance Advisory Service to Schools and Academies.

## A few reminders

At Parkwood Primary school we **identify 96% attendance** or above as a target for all pupils.

Attendance **90% and below** is beneath the expectation and is a cause for concern

## REPORTING ABSENCE

Contact the school as soon as possible on the first day of absence, giving reason of absence. Contact with school can be by phone, email or in person. There are unforeseen circumstances when a child may arrive late to school. Parents should try to inform school prior to arrival, stating reason for delay.

All contact **MUST** be made **by 9.30am**

You can use either method to contact school when reporting all types of absence.

### By telephone

Contact school via telephone to 01634 234699, and select the Attendance option if the voice mail is activated

### Please leave full details –

Child's full name

Class

Reason of absence (this is required so that the appropriate registration mark can be assigned)

### By Email

Email to [attendance@parkwoodprimary.org.uk](mailto:attendance@parkwoodprimary.org.uk)

Please leave full details –

Child's full name

Class

Reason of absence (this is required so that the appropriate registration mark can be assigned)

If the child is anticipated to be absent for longer than 1 day through illness, then families are asked to contact school on **day 1, 3 and 5** of the first week

The Department of Education and NHS UK, suggest that a child with persistent sickness or diarrhoea should remain absent from school **for 48 hours from the last period of vomiting** and then return when well enough to attend.

## **APPOINTMENTS**

If the child has a medical appointment, please notify the school **prior to the day of the appointment.**

School do require copies of appointment letters or written notices. (Letter/ email), confirming times of appointment and whether the child will be present, in school that day.

## **SCHOOL HOURS**

Ensure that you know your child's year group morning arrival and registration start time

If children are not in class for registration start time they will be considered late.

### **When the children need to arrive and to be collected**

<b>Year Group</b>	<b>Start time</b>	<b>Registration time</b>	<b>Late mark if in class after :- (L)</b>	<b>Late mark after Register closed – Unauthorised (U)</b>	<b>End of day (Collection time)</b>
Foundation stage	8.50am	9.00am	9.00am	9.30am	3.05pm
Year 1,2 and 3	8.45am	8.55am	8.55am	9.25am	3.10pm
Year 4,5, and 6	8.40am	8.50am	8.50am	9.20am	3.15pm

At Parkwood Primary, we understand that there are occasions when children are absent, late into school, or collected late at the end of the day.

Our school would like to support families so children do not miss important learning and social time from school

Please always approach us if you are experiencing difficulties.