



#### How you can help us:

- ⇒ Make medical appointments after school or in the holidays whenever possible.
- ⇒ Value education and the work of all the staff in the school.
- ⇒ Make sure your child has what they need for school each day.
- ⇒ Telephone us when your child is ill and if possible, send a note to school when they return.
- ⇒ Arrange for them to arrive and be collected on time each day. Lateness can add up to a considerable amount of learning time lost.
- ⇒ Allow yourself good time to park up safely when you come to school as no cars are allowed on site or parking on Orde Avenue.
- ⇒ Recognise that children do not enjoy being late as it gives them an unsettled start to the day.

*A full copy of the Attendance Policy is available to download from our website or from the school office.*

Principal across Ormiston Cliff Park Infant and Junior Academies: Mrs S. Mitchell

Head of School: Mr P. Reid

Attendance officer: Mrs D. Reid

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# Attendance and Punctuality

## A guide for parents

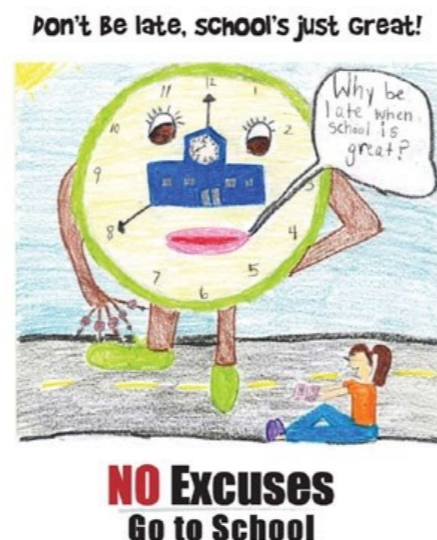




**Our school vision:  
"At Ormiston Cliff Park Infant Academy  
we give our best to achieve our best"**

We want to do our best for all children in our community, and at Ormiston Cliff Park Infant Academy we firmly believe that regular attendance at school is vital for children as it promotes good learning, positive attitudes and maintains continuity in their education and friendships.

Home and school must work together to ensure that children feel safe and secure, and know the routines clearly.



### **When does my child need to be in school?**

Your child should be at school in good time for registration. The playground gates open just after 8.40am and staff take responsibility for the children from then. The bell rings at 8.55am to begin the school day.

Afternoon registration begins at 1.15pm

### **What happens if my child is late?**

The playground gate will be locked at 9 am and children arriving from that time will need to enter the school through the main entrance.

Morning registration will take place at the start of school at 8.55am. The registers will remain open for 30 minutes. Any pupil arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation i.e. school transport was delayed. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorized absence code will be entered.

The afternoon registration will be at 1.15 PM.

The registers will close at 1.25 PM.

### **Can my child take time off during term time?**

Parents do not legally have the right to take children out of school, and in fact have the responsibility for their child to attend school regularly and punctually.

Holidays during term time will not be authorised.

Requests for absence will only be granted in the most exceptional of circumstances, and forms to request an absence from school are required. Ormiston Cliff Park Infant Academy cannot authorize absence for day trips, visiting relatives, shopping, birthdays etc.

### **What should I do if my child is ill?**

It is the parents responsibility to let school know as early as possible on the first day of your child's absence. If you do not phone us, we will have to phone you to ensure your child's safety.

### **What effect does poor attendance have on my child?**

It is a clear fact that for a child to have every chance of fulfilling their academic, emotional and social potential, a high level of school attendance is essential.

If a child is absent, they can not learn, they will miss out on vital opportunities to develop their friendships and will begin to feel isolated. Children also do not enjoy being late for school or being left at the end of the day waiting to be collected.

Attendance levels are closely monitored by the school, and our Attendance Officer, Mrs. Reid, is always willing to give advice and support where appropriate.

### **Celebrate coming to School!**

We celebrate good attendance at school, because school is a brilliant place to be.

- ◇ Children are rewarded for 100% attendance each term and for the whole year.

To encourage attendance make sure that your child gets enough sleep and is up early enough in the morning. Speak to the class teacher or Attendance Officer if you have concerns or difficulties, so that our partnership supports your child.

