

Medical Appointments



If it is possible, any appointment should be made out of school time. If this is not possible, your child should miss the minimum amount of school time necessary. **If your child is well enough to go back to school following the appointment they should do so.**

Medical Evidence

If you are asked for medical evidence you will need to provide copies of G.P appointment cards or letters, medication details or other relevant information.

Holidays / Leave of Absence

Please request an **application form** from school.

Please ask us if you would like this document summarised in another language or format.

العربية (Arabic)	(中文 (繁體字)) (Chinese)	اردو (Urdu)
polski (Polish)	ਪੰਜਾਬੀ (Punjabi)	Español (Spanish)
বাংলা (Bengali)	हिन्दी (Hindi)	Deutsch (German)
Français (French)	Türkçe (Turkish)	Melayu (Malay)

03000 261 381



Braille



Audio



Large Print

Oakley Cross Attendance in Reception & Nursery

Essential information for parents



Attending school is very important

Establishing good habits from the start of your child's school career helps your child settle more quickly into new settings and routines. This means:

- ✓ Children who rarely miss school in their reception year and attend on time are more likely to feel good about themselves. This is because they benefit from routine and feel more confident with both adults and other children.
- ✓ Regular attendance and good time keeping helps your child / children settle easily into the school day.

Research shows that children with poor attendance and punctuality are at a disadvantage later in life. They often:

- find it harder to make and maintain friendships
- are less likely to gain good qualifications
- find it harder to settle into full time Education.

Lateness



School starts at 8:55 am.

Your child will receive a late mark if they arrive after this time. You must come into school to sign the late book. The register closes at 9:15 am. If your child arrives after this time, they will receive an unauthorised absence mark.

If Your Child Is Absent You Must:

- Contact school on the first morning of absence.
- Send a note into school when your child returns with the reason for absence.
- Keep school informed on a regular basis if your child is absent for a long period.

Failure to do these things may result in your child's absences being unauthorised

Unauthorised absences can be recorded on the register when there is no valid reason given for absences, a holiday not approved by the school, lateness after the register closes or illness without medical evidence.

Help and Support

If you need help with attendance you must **talk to Mrs Brannan, Mrs Lowrie or Mr Readman as soon as possible.**

Sometimes, school may need to involve other services to help. The School and Local Authority **want to help you if you have a problem.**