



23rd January 2018

Dear Parent,

School Attendance

Following last year's Ofsted report, we were asked to work on improving attendance and reducing absence, and this is one of our goals as a school. Attending school regularly is one of the foundations of successful learning and there are clear links between excellent attendance and good outcomes for children.

Unless there are exceptional circumstances, all children should achieve attendance of **at least** 96% over the school year. At present our average attendance is around 93% so we all need to work together to improve on this.

Illness

We ask that if a child has vomiting and / or diarrhoea, that they stay off school for 48 hours to prevent the illness from spreading. We encourage children to wash hands before eating and after using the toilet to improve hygiene.

If your child has a minor illness but requires medication (e.g. antibiotics or calpol), school staff can give your child medicine if you fill in a form available from the school office.

If your child is unwell, please notify the school office by 10am by leaving a message on our absence voicemail 01923 227306 or emailing absence@fieldinfants.herts.sch.uk

Appointments

If possible, please try to arrange medical appointments outside school hours. If this is unavoidable, please let the school office and your child's teacher know of any appointments during the day. If possible, please bring your child into school before / after their appointment – they do not need to take a full day off school.

Holidays

The school will not authorise holidays during school term time. There may be a very small number of exceptional circumstances – please see our Attendance Policy on the website for more information.

Lateness

Class registers are taken promptly at 8.55am every morning, and if your child arrives after 9am they will be marked in the register as late. The cloakroom doors will be closed at 9am and if you arrive after this time you should come to the school office and sign the Late register. We regularly synchronise clocks within the school to ensure consistency. Children start work as soon as the registers are taken so if your child is late they will miss out on valuable learning time.

Wake and Shake starts at 8.45am so you can drop your child off at their classroom (or the school hall for Foxes class) at that time. Breakfast Club is also available from 8am at a cost of £4 per day, including breakfast served until 8.20am.

If your child's attendance is persistently low, or if your child is regularly late for school, you will be asked to attend a meeting with the Head Teacher and the school may make a referral to the Hertfordshire County Attendance team.

A handwritten signature in black ink, appearing to read 'Mrs Selby' with a stylized flourish underneath.

Mrs Selby
Acting Head Teacher