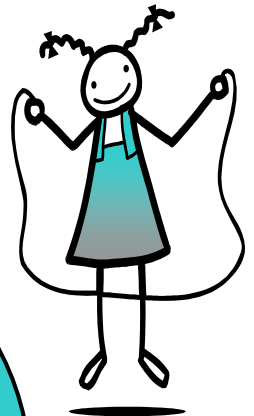
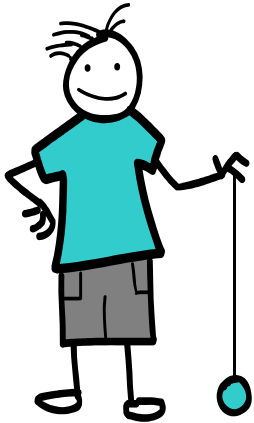


# Pickering Community

Learning, Caring, Sharing



## Infant and Nursery School



***Good school attendance includes arriving in school on time. Punctuality is very important as it sets the standards from the very beginning. Please encourage a habit of regular and punctual attendance with your child.***

### Attendance, Punctuality and Leave of Absence

Ruffa Lane

Pickering YO18 7AT

Tel: 01751 472620

E-mail: [admin@pickering-inf.n-yorks.sch.uk](mailto:admin@pickering-inf.n-yorks.sch.uk)

Headteacher: Mrs. Sarah Gillam



# School Times

## Main School

Our class doors open at 8.55am.  
Registration is taken at 9.00am and  
1pm daily.

School ends at 3.25pm

## Nursery

Morning 8.45am - 11.45am

Lunch 11.45am - 12.30pm

Afternoon 12.30pm - 3.30pm



### Lateness

#### Arriving late to school may cause difficulties for your child

- ☹ Missing important information about the day in registration
- ☹ It may be embarrassing to walk into a lesson that has already started
- ☹ Missing even part of a lesson can be difficult to catch up on
- ☹ It can affect behaviour and self-esteem

#### If your child is late or going to be late:

- ☹ Contact us to tell us why
- ☹ If the class entrance door has been closed, bring your child to the office and a member of the office team will take them to class and then you can sign the late book.
- ☹ Come and see us if you have any difficulties



***Lateness and absence is checked weekly by the Headteacher***

### Can we help?

Sometimes children get worried about going to school. This may be for various reasons, such as problems with school work. If you are worried about your child's attendance, then please do not hesitate to contact the school.

## Absences

Tel: 01751 472620 Email: [admin2@pickering-inf.n-yorks.sch.uk](mailto:admin2@pickering-inf.n-yorks.sch.uk)

### First day of absence

Telephone or e-mail the school, preferably first thing in the morning, on the first day of absence. Please keep us informed if the absence continues. In the case of diarrhoea and sickness please keep your child off school for 48 hours after the last episode of sickness or diarrhoea.

The school office is open for help and advice between 8.15am and 4.00pm

*We work closely with our Education Welfare Officer whose main role is to ensure children attend school regularly.*

### Medical Appointments

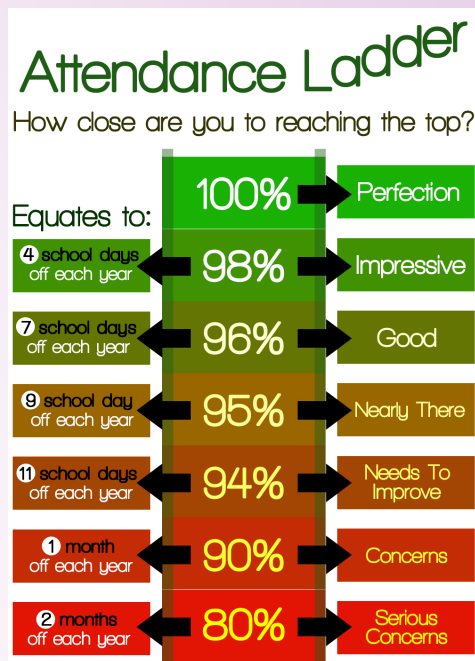
Parents should make every effort to arrange medical and dental appointments after school or during school holidays. If there is no alternative and your child has to be absent, please inform the school office and provide a copy of your child's appointment letter or card. Children should only be taken out of school for their own appointments, except in exceptional circumstances pre arranged with the Headteacher. Parents should arrange for siblings to be dropped off or collected by someone, where possible. Children should attend school before and/or return after an appointment.



### Medicines

If your child requires **prescribed medicines four times a day**, but is still well enough to come to school, please contact the school office who will advise you on our policy for administration of medicines.

*Government policy states that parents and guardians have a duty to ensure that their children attend school regularly, on time and must provide an explanation for any absences.*



## Attendance and Punctuality Matters

Parents' checklist:

- 👍 Telephone school or e-mail on the first day of your child's absence/lateness
- 👍 Ensure that your contact details are up to date
- 👍 Encourage your child to aim for 100% attendance each week
- 👍 Arrange your holidays during official school holiday times
- 👍 Try to arrange appointments out of school time
- 👍 Be firm with your child about his/her attendance
- 👍 Can we help? If problems persist then do not hesitate to contact the school to discuss them

## Leave of Absence - Holidays

As a school, we understand the importance of family time together and know that holidays are a great opportunity to spend time together that is often not possible with busy working lives. However, there are 13 weeks of the year when children are not in school and holidays should be taken at these times. Holidays in term time disrupt a child's learning and can have an impact on the progress that they make.

## What the law says about school attendance:

*'Where a child is taken out of school for the purpose of leave of absence in term time without permission of the school the absence will be coded as unauthorised and as such may result in a Penalty Notice. Penalties are applied by the Local Authority and as such are not at the discretion of the Headteacher. If a Penalty Notice is not paid, the matter may be taken to prosecution in the Magistrates Court. Parents must from 1st September 2013 pay (per child) £60 within 21 days or £120 within 28 days'*