



Thank you for your continued  
support and understanding

If you need any more advice or  
information about attendance,  
or have any suggestions how we  
can help you to improve the  
punctuality and attendance of  
your child, please

Speak to a member of staff

Loseley Fields Primary  
School

Green Lane  
Binscombe  
Godalming  
Surrey GU7 3TB

Phone: 01483 416477  
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[office@loseleyfields.surrey.sch.uk](mailto:office@loseleyfields.surrey.sch.uk)

Loseley Fields  
Primary School

Attendance  
Information for  
Parents

2011/2012

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Dear Parent or Carer,

All children of compulsory school age have the right to a full-time education. Regular school attendance is essential if children are to make the most of the educational opportunities available to them. Loseley Fields Primary School takes seriously its responsibility to monitor and promote the regular attendance of all its pupils.

#### **What does regular attendance mean?**

- Attending school every day unless there are justified and authorised reasons
- Arriving at school on time

Start the habits of regular school attendance at an early age and make sure that your child understands the importance of coming to school. Make early contact with the school and help the school to improve attendance.

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

- Registration is at 8.45 in the class room. If pupils arrive after this time they must sign in at reception and take a late slip to class.

#### **What do you do if your child is ill?**

- Contact the school as early as you can on the first day of absence (by phone, send a note or call at the school office).

#### **Authorised absence can include:**

- Genuine illness
- Hospital, doctor or urgent dental appointment
- Religious observance
- Unusual or special family circumstances or emergency

#### **What about absence for other reasons?**

If you want your child to miss school for a special reason you must ask the school for permission well in advance and give full details. Leave of absence will **not** be offered to pupils for family holidays except under special or exceptional circumstances.

The school will give careful consideration to your application, and your child's attendance record may be taken into account, but they may not necessarily agree to your request and therefore any absence would be unauthorised.

Remember that your child must **not** be kept away from school for reasons such as:

- Visiting relatives or taking long weekends
- Shopping trips
- Birthday treats

These will be recorded as **unauthorised** absences in the register.

#### **What happens if my child does not attend school?**

If your child is not attending school regularly and falls below an acceptable level you will be contacted by the school to discuss this to see if we can offer support. If there is no improvement the school may ask an Education Welfare Officer to visit you.

The school will phone if we have not heard from you. We believe it's our responsibility to ensure your child's safety as well as their regular attendance.

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