



Coulston Church of England Primary School

Bradmore Green

Old Coulston

Surrey. CR5 1ED

Telephone: 01737-554789

email: office@ccofoe.uk

Mrs Anne Hudson BA Hons, PGCE Acting Head Teacher

Dear Parents & Carers,

October 2022

### Attendance & Term Time Holiday

At Coulston C of E Primary School, we are committed to providing high quality inclusive learning opportunities for all pupils, and we believe that excellent attendance and punctuality both play a crucial part in helping pupils to reach their full potential. Our aim for all children is that they achieve an attendance percentage of at least 97% for the academic year (this would equate to 6 days absence) and our aim for the school as a whole is 97.5%. It is currently standing at 95.68% which is considerably lower than our target. I do appreciate that COVID has had an impact for the last 2 years, however, our aim now must be to improve this percentage.

In line with advice from our external Educational Welfare Officer (EWO), we are asking parents to note the points and procedures listed below **which include some significant changes:**

#### TIMINGS OF THE SCHOOL DAY, MEDICAL APPOINTMENTS, ILLNESS

- We would like to remind all parents that the school day begins at 8.55am, and children should be here for this time. Children who arrive late miss out on essential information at the beginning of the first lesson, and may feel embarrassed arriving unprepared into a classroom where everyone is already settled and ready to learn. It is also disruptive to the children and teaching staff who are ready to begin teaching. Children who are regularly late will receive warning letters and may be referred to our EWO.
- The school day finishes at 3.20pm at which time parents, or other nominated adults should be in the playground ready to collect their children. If children are attending after-school extra-curricular clubs, parents or other nominated adults should collect promptly at the club's finishing time. It is the parent's responsibility to check the finishing time and location of the club. Please be mindful of the fact that school staff have many duties to perform after school and therefore cannot be expected to supervise children who are regularly collected late.
- Medical appointments must be arranged for outside of school hours wherever possible. If it is necessary to take a child to an appointment in school hours, evidence of the appointment must be provided. This can take the form of an appointment letter/card, a copy of a prescription, or a text message from the doctor's practice. **Any medical appointments which are not supported by evidence will be marked as unauthorised.**





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- Parents are required to notify the school office of a child's absence due to illness **on each day of the absence**. A text will be sent if the school has not received notification, and if there is no response to this, the absence will be marked as unauthorised.

### TERM TIME HOLIDAYS

- The Education (Pupil Registration) Regulations 2006 make it clear that Head Teachers are not permitted to authorise term time absence unless there are **exceptional circumstances**. If you wish to remove your child from learning for any reason, you must complete and return the application form no less than 10 days before the proposed date of the absence. The form can be provided by the school office.
- The application will be submitted to the Head Teacher, and a response sent home to parents. Unauthorised absences will be reported to our external EWO and may result in a penalty fine, details of which are explained on the application form.

### GENERAL

If we have concerns about your child's attendance, we will write to you and may invite you in for a meeting. Any child with attendance falling below 90% is classed as a 'persistent absentee', and will be referred to our external EWO.

We do appreciate that there are occasionally exceptional reasons for lateness and absence, and we welcome the opportunity to discuss any concerns you have about matters which may be impacting your child's attendance. Please do not hesitate to contact me if you wish to discuss any of the matters raised in this letter.

Yours faithfully,

Mrs Anne Hudson

Acting Head Teacher

