



David Ross Education Trust

Broadening Horizons

A GUIDE FOR PARENTS

When does my child need to be in school?

Your child should be at school by 8:38 am for 8.40 am when the register is taken. Afternoon school starts at 1:00 pm.

What happens if my child is late?

The main school gate closes at 8.45 am in the morning. Pupils who arrive after the gate has closed should report to the school reception.

A series of unauthorised late marks may lead to the issuing of a fixed penalty notice and referral to the Local Authority.

Does the school need letters explaining my child's absence or will a phone call do?

We would expect a parent to telephone the school on the first day of absence, then each day if the absence continues. We will message you if your child has not arrived in school by 11.00 am. On return to school, a letter explaining the absence is expected. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence.

If we are concerned about aspects of your child's attendance or punctuality we will contact you to discuss the best way forward.

An accumulation of unauthorised absences will lead to a referral to the Local Authority.

What reasons will the school accept for absences?

- Illness
- Emergency dental/medical appointment. (Please make routine appointments after school or during the holidays.) If appointments are unavoidable please bring into the Academy the appointment card or letter for the appointment.
- Day of religious observance (for a limited period)
- Family bereavement

Except in the case of illness, you should ask for permission for your child to miss school well in advance, giving full details. In cases of recurring absences through illness you may be asked to produce a medical certificate.



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What is unacceptable?

The school will not authorise absences other than those in exceptional circumstances. Family holidays, day trips, shopping or birthdays are **not** classed as exceptional.

Can we take family holidays during term-time?

No. Family holidays should be taken during school holidays.

I am thinking about sending my child on an extended absence for an overseas trip to visit relatives. What should I do?

The school recognises that such absence can be important for children to keep in touch with their extended family, particularly for minority ethnic families. However these absences will not be authorised and we recommend that these trips are taken during the normal school holidays.

What can I do to encourage my child to attend school?

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his / her education.

My child is trying to avoid coming to school. What should I do?

Contact your child's Year Manager immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.

For further information about Lodge Park Academy's attendance please see the Attendance Policy on the school website.