

Southbury Primary School

ATTENDANCE

Our expectation is that children will attend school regularly and punctually unless there is a very good reason for absence. Parents are responsible for informing the school **before 9am**, by note or phone, of the reason for their child's absence. We operate a "First Day" calling system and contact parents who have not contacted us.

Holidays should **not** be taken during term time. Holiday request forms are available from the school office but authorisation for these absences is wholly at the discretion of the Headteacher. Your child's attendance record will be taken into consideration when making the decision. **If your child is absent from school for longer than two weeks, their place cannot be guaranteed on their return.**

Medical appointments should be made out of school hours. If this is impossible then the child **must** be collected from school by an adult who will be required to sign the "Withdrawal from School" book which is kept in the school office.

In all matters of attendance and lateness, the school's attendance officer, Ms Thompson, and the Assistant Headteacher for Inclusion, Ms Whincup, will work with both parents and the Education Welfare Service. When attendance falls below 85% in a term, a standard letter is sent to parents. If there is no improvement in attendance the next term, parents will be required to provide medical evidence before absence is authorised.

If the Headteacher has welfare, attendance or punctuality concerns about a child these are passed onto the Education Welfare Officer, (EWO), who will visit the home of the child and take further action if appropriate.

THE EDUCATION WELFARE OFFICER

The Education Welfare Officer for our school is based at:

Education Welfare Department
Civic Centre
Silver Street
Enfield
Tel: 020 8366 6565

Parents who have any concerns about welfare matters should initially contact the EWO at the above address.