

DO NOT MISS SCHOOL FOR MINOR ILLNESSES AND DON'T STAY AWAY FOR LONGER THAN IS REALLY NECESSARY.

Top Tips

1. Talk to the school if there are any problems or worries.

We can help! We can only solve a problem if we know about it. If you are struggling to get your child into school please talk to us.

2. Eat healthily

A healthy diet can help keep children's immune system strong so they can fight general viruses.

3. Get plenty of sleep

Getting enough sleep is vital for staying fit and healthy.

4. Get lots of exercise

Keeping fit keeps the bugs away.

5. Make medical appointments outside of school time when possible.

6. Take holidays in the school holidays

School is only allowed to authorise leave in exceptional circumstances (NOT FAMILY HOLIDAYS). Unauthorised leave may result in a Penalty Notice Fine being issued.

7. Pack school bags and get uniform ready the night before

Being organised means you are much less likely to be late in the morning.

8. Come back to school as soon as you are feeling better after being ill.

Our Family Liaison Officer is

Sue Vincent

flo@victoria-road.kent.sch.uk



Inspiring a love of learning

Attendance

Why is it important?

Information for parents and carers



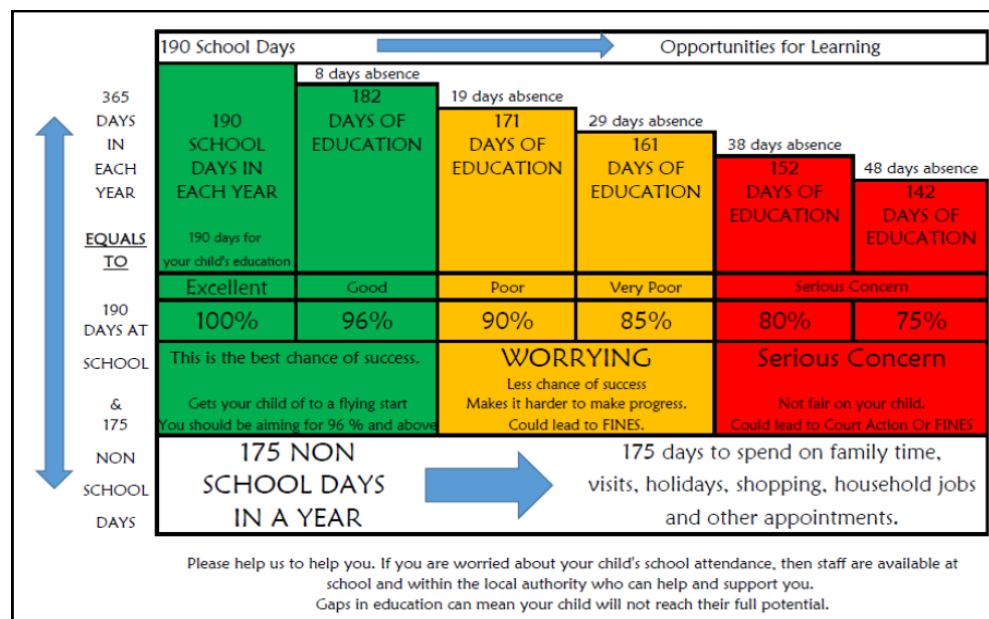
WHAT SHOULD I DO IF MY CHILD IS GOING TO BE LATE OR ABSENT?

- If your child is going to be late or absent, please call the school office on 01233 620044 or a leave a message by 9:00am to explain the reason for the absence.
- If we do not hear from you and are unable to contact you then the session/sessions will be marked as unauthorised.
- We care about the welfare of our pupils, so please call us EACH DAY of your child's absence so we are kept updated.
- Because we have a duty of care for safeguarding our pupils, if we do not know why your child is absent, we will try and call you and any other contacts we have for your child.
- If we cannot contact you our Family Liaison Officer (FLO) may conduct a home visit to check why your child is absent.
- We realise there are rare occasions when it may be difficult getting your child to school. If this is the case please contact us and we will do our best to help and support you.
- If your child's absence is of concern, you will receive a letter informing you of your child's attendance rate and offering support.
- If your child's attendance does not significantly improve you will be invited to a meeting with the Headteacher and FLO to ascertain the support needed to improve your child's attendance. Further monitoring will continue.

WHAT SHOULD I DO IF I WOULD LIKE MY CHILD TO HAVE A DAY OFF DUE TO A RECOGNISED RELIGIOUS EVENT?

If you would like your child to have a day off for a religious event, ie Eid, you must complete a form for absence in term time.

ALL PLANNED ABSENCE MUST BE APPLIED FOR IN ADVANCE



Did you know that if your child has 10 days off each year, they will have lost nearly 38% of one year of their primary school education!

Penalty Notices

Penalty Notices are issued in accordance with Kent County Council's Education Penalty Notices Code of Conduct effective from September 2017.

They are issued in the following circumstances:

For unauthorised term time leave including family holidays — 10 or more half day sessions (5 days).

- For 10 or more half day sessions (5 days) without authorisation during any 100 possible school sessions — these do not need to be consecutive.

Penalty Notices are issued to each parent of each child and the amount of the penalty will be £80 per parent, per child, if paid within 21 days or £160 per parent, per child, if paid within 28 days.

Our full attendance policy is on our website www.victoriaroad.co.uk

Please note, there have been changes to this on the 19th August. For more information please go to <https://www.kelsi.org.uk/kent-PRU-and-attendance-service-KPAS/attendance/penalty-notice>