



## Attendance Information

Parents of school age children have a legal duty to ensure their children receive suitable education, by regular attendance at school. Parents have a legal responsibility for ensuring that their child attends regularly. At Newham Bridge we believe that 'Every School Day Matters'. Children are expected to attend school every day unless they are too ill to do so. We ask all parents/carers to follow our Attendance Policy & Procedures:

### Absence

If your child is going to be absent, **you MUST inform school** on the first day of absence before 9.30am. If we are not informed your child will receive an 'unauthorised' absence mark.

Holidays should be taken during School Holidays. The Government now state that **NO** Holidays during term time will be authorised.

Fines may be issued by the Local Authority for unauthorised attendance. Fines are £60 per parent per child if paid within 21 days or £120 per parent per child within 28 days.

### Medical Appointments

Please make any Health or Dental appointments after school where possible. If you need to take your child out during the school day you **MUST** inform the office as soon as possible and provide an appointment card/letter – if we do not receive this an unauthorised mark will be given.

### Persistent Non Attenders & Latecomers

If you persist on not sending your child to school (without good reason and informing school) or continue to bring them late, we will pass the details to the Education Welfare Officer.

### The School Day

School starts at 8.55am, children should be dropped off, by an **adult (18 years or over)**, in the playground at 8.40am. Children arriving after 9.00am will be recorded as 'Late' and must report to Reception to receive their mark. Morning registration will close at 9.25am. Children arriving after this time will receive an unauthorised absence mark for the morning session.

Children arriving late on two occasions will receive a letter from school; if this persists the Education Welfare Officer will be informed.

Lunchtime is at 12pm – 12.50pm. Children can take a school dinner or packed lunch. School dinners are priced at £1.90 per day/£9.50 per week and **MUST** be paid on a Monday. If payment is not made, you will be asked to send your child to school with a packed lunch until the arrears are cleared. If you wish to change your child's meal arrangements, you **MUST** complete a 'Change to Lunchtime Arrangements' form. *If you think you may be entitled to Free School Meals please contact the Office.*

School ends at 3.20pm, your child **MUST** be collected at this time by an **adult (18 years or over)**. If you are running late, please inform school as soon as possible. Any children that are left at school, without contact from parents, will be passed to Middlesbrough Council's Education Welfare Service which can result in Social Care involvement.

### Change of Address/Telephone Numbers

You **MUST** inform the Office of any change of address or telephone numbers in case we need to contact you in an emergency.

***The School telephone number is 01642 816884. Any further information and forms you require can be obtained from the Office.***