



TRUMPS GREEN INFANT SCHOOL

Headteacher: Miss S Morris

Crown Road, Virginia Water, Surrey, GU25 4HD

Tel: 01344 843928 01344 845035

Email: office@trumps-green.surrey.sch.uk

www.trumps-green.surrey.sch.uk

Dear Parents & Carers

18 September 2020

School Attendance

The staff of Trumps Green Infant School are committed, in partnership with the parents/carers, pupils, governors and the Local Authority, to building a school which serves the community commendably, and of which the community is proud. We firmly believe that all pupils benefit from regular school attendance. Children at Trumps Green are expected to achieve 100% attendance but when absence is unavoidable parents/carers are required to inform the school at the earliest opportunity. Full details of our attendance policy can be found on our website, but please be reminded of the following:

- If a child is unable to attend school due to illness, the office should be contacted by 9.30am that day (by phone or email) with the reason for absence. Unexplained absences will be registered as unauthorised.
- Parents/carers are encouraged, whenever possible, to book medical and dental appointments outside of the school day. The school will grant requests for absence for dental and medical treatments during school time when these are unavoidable. The school should be notified in advance of the date and time of the appointment and when the child will be collected and returned to the school office. Evidence of the appointment will be requested.
- All requests for 'Leave of absence' during term time should be submitted to the Headteacher on a 'Leave of absence' form at least 2 weeks before the proposed absence. These forms are available on the school website. Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteacher is also required to determine the number of school days a child can be away from school if leave is granted. Schools are required to report unauthorised or unexplained absence in term time of 5 days or 10 sessions or more to the local authority and this may result in a Penalty Notice being issued. Warnings will not be given where it can be shown that parents have been notified that such absence will not be authorised. The issue of Penalty Notice may also be considered when a pupil has incurred 7 or more unauthorised sessions in the previous 6 school weeks, which may include a pupil arriving late after close of registration.
- Any absences for illness that run before or after school holidays will not be authorised without medical evidence.
- School registers close at 9:30am and pupils arriving after this time will be recorded as 'late after close of register' which counts as an unauthorised absence for that session.

Trumps Green Infant School is committed to safeguarding, child protection and promoting the welfare of children and young people. We expect all members of the school community including staff, parents, carers, volunteers and governors to demonstrably share this commitment.



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- **Attendance in relation to coronavirus (COVID-19)**

Trumps Green is following current government guidance regarding school attendance.

The absence is authorised when:

- Child develops specific symptoms (fever, continuous cough, loss of sense of smell and/or taste) and isolates for 10 days from when symptoms started
- Child tests positive, in which case the isolation period is at least 10 days from the onset of symptoms
- Someone in the household develops symptoms or tests positive. The isolation period is 14 days from the day the person in the household first had symptoms
- When in quarantine following trip overseas

Absence not directly affected by COVID-19 (as set out above) will be recorded as unauthorised.

At Trumps Green we are passionate about providing the best education for your child. If you have any concerns regarding your child's attendance, please do not hesitate to contact the school to discuss how we can help to support you.

Yours sincerely

Miss S L Morris

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