

## IF THERE IS A PROBLEM

If your son or daughter tells you about a problem at school contact the school immediately. Make his/her class teacher aware of the difficulty, and give him/her time to look into the matter. Take any worries seriously, but try not to make them worse by seeming worried yourself. Don't give in and let your child stay at home. It is better to send your child to school and have a word with the Principal or class teacher.

**Be sympathetic but firm about going to school.**

Telephone school or make an appointment to see one of the teacher's responsible for Pastoral Care, anytime you are concerned about your child.

**PASTORAL CARE CO-ORDINATOR**  
MRS K WHITE (PRINCIPAL)  
**DEPUTY PASTORAL CARE CO-ORDINATOR**  
MRS J MILLIKEN (VICE PRINCIPAL)

## EDUCATION WELFARE SERVICE

If you are having problems getting your child to attend school and would like support and advice on this matter you should contact the Education Welfare Service.

**TEL: 028 8772 3311**  
**WEBSITE: [www.selb.org](http://www.selb.org)**

# WOODS PRIMARY SCHOOL



## ATTENDANCE POLICY



**P**Primary **A**ttendance  
**M**atters

## ALWAYS ARRIVE ON TIME



Classes' start at 9.00 am each morning. The school door opens at 8.45 am. It is important that your child arrives in school on time. When pupils arrive late it makes things difficult for everyone. The teacher has to stop and wait for the latecomer to settle down and the rest of the class is disrupted. The latecomer misses the first part of the day and often feels uncomfortable and embarrassed. Latecomers should be accompanied by a parent/guardian to the school office where the secretary will sign them in and ensure they get to their class safely. If the secretary is not in the office then a parent should report to the Principal or class teacher.

**Please remember it is a parent's responsibility to ensure that their children arrive in the school building safely.**

## IF YOUR CHILD IS ABSENT

Regular attendance at school is the responsibility of parents. If your child cannot attend school for any reason please contact the school to let them know. When the absence is unexpected this should be done by telephone on the first morning



of absence, however, if the absence was expected you should inform the school in advance. Naturally, following an unexpected absence, a note explaining the absence should be returned to the school. If your child has frequent periods of absence the school or the Education Welfare Officer may contact you to discuss the matter.

Your child should only be absent from school if he/she is medically unfit to attend or due to bereavement. It is not acceptable for children to be absent because it's their birthday, to go shopping or to look after their younger brothers or sisters.

## HOLIDAYS



As a parent, you can demonstrate your commitment to your child's education by not taking holidays during term time:

### **Reasons why you should not take your child on holiday during term time:**

- It is important that children attend school regularly if they are to benefit from the learning opportunities provided.
- Children who are absent from school due to a holiday during term time will miss out on important learning. Teachers will not be able to provide school work for any periods of holiday absence.
- Educational experiences in school missed as a result of a family holiday cannot be recaptured later.
- If you child does not attend school regularly he/she will not be able to keep up with the work. This will have a serious impact on their learning and overall academic achievement.

## HOMEWORK

Take homework seriously. It is your opportunity to spend quality time with your child. Always make sure that your child completes his/her homework to the best of their ability. Sign all homeworks to show you have been involved and feel it was a good effort by the child.

