



Burlington Infant & Nursery School

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Headteacher: Mrs S Yay-Walker BA (Hons) PGCE NPQH

March 2023

Dear Parents

Attendance and Punctuality - Reception, Year 1 & Year 2

Now that we are halfway through this school year, I would like to take the opportunity to remind you of the school guidelines around attendance and punctuality.

Regular attendance is extremely important for your child's wellbeing and progress. We realise that children are sometimes poorly and need to stay at home, but we would like to encourage you to ensure that your children come to school every day.

Sometimes it can be difficult to make a judgement on whether your child should come to school. Below are some general guidelines:

- If your child has a cold and/or a cough but **no** temperature, and are well in themselves, they can come to school.
- If your child has had sickness or/and diarrhoea, please keep them at home for **48 hours following the last bout**. This is very important to prevent infections from spreading.
- Children who have had chicken pox can return to school as soon as the spots have dried up.

In the main school, National guidelines are that all children should aim for 97% attendance.

If your child's attendance falls below 95%, we will be writing to let you know. If their attendance is significantly lower, we may contact you to arrange a meeting. If there are any factors affecting your child's attendance, please let us know as soon as possible.

Reporting absence

If your child is absent from school for any reason, we ask that you contact the school office before 9.00 a.m. on the **first day** of absence. You can do this:

By telephone – 0208 942 1586 - **OPTION 1**

Through the website – www.burlingtoni.kingston.sch.uk

If your child is absent due to being unwell, please ensure that you tell us the exact nature of the illness.

Absence for other reasons

If you wish to apply for school absence for religious reasons, or for exceptional circumstances, please email the school office, giving one month's notice. **Please note that absence for holidays in term time is never authorised as per our Attendance Policy:**

<https://www.burlingtoni.kingston.sch.uk/ckfinder/userfiles/files/Copy%20of%20Attendance%20Policy%20Nov%202022%20for%20website.pdf>

Please also note that any holidays of 5 days or more may incur a Fixed Penalty Notice. More information on FPN's can also be found in our Attendance Policy.

Unexplained absence letters

If your child has been absent from school without explanation, you will receive a letter asking you to complete and return a reply slip letting us know why your child was away. If no reason is given, the absence will be unauthorised and this presents as a concern.

Lateness

Please could we ask that you arrive on time for school.

- **Morning drop off – 8.55 – 9.00 am** – if you arrive after this time you will need to bring your child to the school office and complete a green lateness form.
- **Afternoon pick up – 3.20 pm** - if you are going to be late collecting your child from school at the end of the session for any reason, please contact the school office to let us know as soon as possible. Children can become very anxious if they are left behind, and it is important that we can reassure them that you are on your way. You will be asked to complete a Late form on collection of your child. More than 3 late collections could result in a fine as per our Attendance Policy.

If you have any questions or queries please do not hesitate to contact the school at admin@burlingtoni.org.uk.

Kind regards

Elaine Walker
Attendance Administrator