Farsley Farfield Primary School
Attendance - One Minute Guide

As a school, we have a minimum expectation that children attend school for at least 95% of the academic year. Where a child's attendance falls below this, further support will be offered, and a Learning Mentor or the SENDCO will contact you to discuss any needs or barriers that may be affecting your child/ren's regular attendance at school.

The school opening times are:
Nursery sessions – 08:45 am - 11:45 am, 12:30 pm - 3:30 pm, 8:45 am - 3:30 pm, 9:00 am - 3:00 pm.
Reception and Key Stage 1 – 08:45 am - 3:15 pm
Key Stage 2 – 08:40 am - 3:20 pm

Key Expectations
As a parent, we expect your child to attend school every day and be on time. Any issues preventing attendance will need to be discussed with the school office or the Pastoral team. The Pastoral team will be able to offer the support and guidance required to help overcome any barriers to attending school.

If your child is absent, you must inform the school, giving a reason why. This can be done by calling 0113 2508130 before 9.00 am on **each morning of absence**, by email to attendance@farsleyfarfield.org.uk, or alternatively report absence directly to the school reception if you are attending with other children.

If your child is absent due to a medical appointment, they must attend school before and/or after the appointment wherever possible, and show medical evidence (appointment card, letter or text message) if requested.

You should inform us promptly of any changes to your address or telephone numbers.

As a school, we will contact you if there has been no contact made to school either via telephone, email or at the school office to report an absence. The Admin team or Pastoral team will contact you by phone or will do a home visit to obtain a reason for the absence. This is because we have a duty to ensure your child's safety and understand why any child is absent from school. You may be asked to provide evidence for the absence.

We will monitor your child's attendance and may send you letters to notify you of their attendance percentage. We will call or invite you to a meeting in school if your child's attendance falls below 90%.

If you feel you need any support regarding attendance, or are experiencing challenges to attending school, please contact Helen Smith (Deputy Head Teacher and SENDCo), Marie du Preez (KS2) or Rebecca Myers (KS1 and FS)

For more information about holidays in term time or to read the full Attendance Policy, please visit the school website.