

LEAVE OF ABSENCE

Bradford Council have introduced an online system for requesting leave of absence for pupils. This will make the process simpler and more consistent for all families.

If you wish to request leave for your child, please following this link:

<https://bradford.gov.uk/LOAForm>

Please also email the school office:
chsoffice@chellowheightsschool.co.uk

Only one form needs to be submitted per family, regardless of the number of adults or children, or whether your children attends different schools.

This form should be completed at least 2 weeks before the first day of absence unless there is a specific reason why the request is submitted at short notice.

Once your form has been submitted, our school will review the request in line with our attendance policy. You will be notified by email as to whether the request has been authorised or unauthorised.

WHAT HAPPENS IF ATTENDANCE IS A CONCERN

If we are concerned about your child's attendance we will send you a letter to inform you. You might also be invited to a meeting to discuss this.



SUMMARY OF SCHOOL ATTENDANCE POLICY

At Chellow Heights, we expect children to attend school every day, as long as they are fit and healthy enough to do so.

If your child is not well enough to attend school, we expect families to contact the school office as soon as possible giving a specific reason for the absence.

Because we have a duty of care for safeguarding your child, we will contact you if we do not receive a call on a daily basis to ensure we know your child is safe.

HOW TO LET THE SCHOOL KNOW ABOUT YOUR CHILD'S ABSENCE:

Via ARBOR message

Email: chsoffice@chellowheightsschool.co.uk

Tel: 01274 484242 (West) - 01274 679972 (South)

Please give your full child's name, class and reason for absence.

Ring on each day of the absence.

We hope this leaflet gives you all the information you need about your child's attendance at Chellow Heights.

We understand that there can be tricky times so we offer our full support with any attendance issue. If there are problems, we will do everything that we can to support your child's attendance and ensure your child is happy and reaches their full potential.



FOLLOW CHELLOW HEIGHTS
ON FACEBOOK



Attendance Information for Parents & Carers



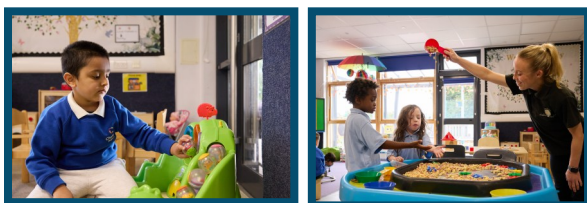
SCHOOL DAY TIMINGS

School starts - 9:00am
Registration closes - 9.30am
School day finishes - 2:45pm

Please seek further information from your child's class teacher and our website:
<https://www.chellowheightsschool.co.uk>

All of our pupils are seen and know as individuals. Within our safe, stimulating and nurturing environment we provide challenge and encourage resilience.

Our curriculum is diverse and flexible to ensure that we meet the needs of the whole child. We encourage each child to be as independent as possible so that they can flourish. We aim to ensure that everything we do will have a positive impact upon their future.



OUR WHOLE SCHOOL AIMS FOR ATTENDANCE

At Chellow Heights we aim to provide an inclusive education for all pupils. This can only be achieved if pupils attend school regularly. Without consistent attendance we are unable to provide the opportunities for pupils to have access to new skills, knowledge or regular times for practice and repetition which embeds new knowledge and skills.

We aim for all our pupils to arrive to school for 09:00am daily and to achieve 90% attendance.



Everyday your child is absent from school is a missed opportunity. Good school attendance positively impacts upon a child's well being and learning.

The Education Act 1996 states that **all pupils** should attend school regularly and punctually. Both families and schools have a shared responsibility to ensure that this happens.

For every day of school missed by a pupil it will reduce their attendance by 0.5%.

Days Absent	Equal to Absence %	Overall Attendance % by End of Year
1 day	0.5%	99.5%
5 days	2.5%	97.5%
10 days	5%	95%
20 days	10%	90%

Any attendance percentage under 90% is regarded as a persistent absence and will be monitored closely.



FOLLOW CHELLOW HEIGHTS
ON FACEBOOK



LATENESS

Lateness can cause significant disruption and have a **negative impact** in the following ways:

- Reduces learning time and opportunities for all children, not just for the child arriving late.
- Prevents clear routines and structures being established.
- Disrupts lessons and causes distractions.
- Unsettles children.
- Affects progress and attainment.

Arriving on time every day has a **positive impact** and helps in the following ways:

- Maximises learning.
- Promotes clear routines and structure to the day.
- Helps children feel more settled and ready for learning.
- Reduces distractions.
- Supports children to make progress in all areas of learning.

