



Warren Wood Primary School
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Headteacher
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Subject: Attendance Overview for Parents

In support of our attendance policy, which is available on the school website, please find below key procedures for parents in the form of FAQs:

What should I do if my child is going to be late to school after registers close at 9:05am?

Please ring the school and let the office staff know that your child will be late. Report to the office when you arrive and your child will be signed in and taken to class.

What should I do if my child is ill?

Please ring the school office before 9am or let us know by email at admin@warrenwood.stockport.sch.uk stating the nature of the illness. Parents/carers are asked to ring the school for each day of absence unless a period of absence is agreed with the office staff who will record this.

What should I do if my child has a medical appointment?

Please inform the school office of the appointment by phone or by email. Evidence may be requested if needed. If the appointment is early in the day, bring your child to the school office following their appointment and staff will take your child to class.

If you need to pick your child up during the day, contact the office in advance to tell us about the appointment. Buzz on the main gate when you arrive to collect your child and report to the school office. The school staff will bring your child to you in the main entrance and sign them out. When the child returns, report to the school office to drop your child off.

Please only take your child out of school for the time needed for their appointment to avoid them missing learning.

What should I do if I need to request a planned leave of absence for my child?

When there are circumstances which mean that your child will be unable to attend school due to circumstances other than illness/medical appointments, please collect a 'Leave of Absence' form from the school office. Fill this out with as much detail as possible and this will be passed to the leadership team who will look at your child's attendance and the attendance policy. You will receive a communication from the school informing you of whether the absence will be authorised. Please give as much notice as possible when making a request for absence. Please note that holidays in term time are highly unlikely to be authorised.

We do have a duty of care which includes knowing where our children are when they are not at school. Following these procedures really helps us to fulfil this duty and we are grateful for your support. Where we have not been contacted about an absence, office staff have to chase this up.

Care, Courtesy and Consideration
CARE, COURTESY and CONSIDERATION

