

BONNEVILLE PRIMARY SCHOOL

Success for today, prepared for tomorrow

Dear Parent/ Carer

We would like to take the opportunity to remind you of Bonneville's procedures if your child should be absent from school and also of the importance of good attendance and punctuality.

Illness

If your child is **absent** from school it is important that the school is given a reason for the missed day/s on the **FIRST day of absence by telephoning the school office**. This means that registers can be completed accurately and also means that the school knows that your child is safe at home. For absences of a week or more, a doctor's certificate/note is required so that the exact reason for absence can be recorded. An absence of 3 days or more will need a appointment card, copy of prescription from your child's GP.

Medical Appointments

If your child is going to be late for school due to a medical appointment, please inform the office the day before the appointment so that your child can be booked in for lunch on that day. **However, wherever possible please arrange medical appointments outside of school hours as this prevents disruption to your child's education.**

Holidays

Like all Lambeth schools, Bonneville actively discourages holidays taken during school time. Holidays will NOT be authorized if your child's attendance is below 95% and could result in a fixed penalty notice being implemented.

Lates

The school bell rings at 8.55 and it is expected that all children should be in the playground ready to line up.. Arriving after this time means that a child is missing the beginning of lessons which has a serious impact on the progress your child can make. **Children arriving after 9.00 will be recorded as late in the register.**

Good attendance and punctuality is vital to a child's progress both academically and socially. Failure to inform the school about a child's absence on repeated occasions, poor attendance or persistent lateness will result in additional letters, a meeting with the school and could even result in the involvement of the Education Welfare Officer. This could result in a fine and/or home visit.

Excellent attendance and punctuality will continue to be rewarded each half term. Please work with Bonneville to ensure that your child has the best opportunity to reach their full potential.

Thank you for your support.

Andrea Parker
Lead Headteacher

Martine Auton
Attendance and Punctuality Manager

Bonneville Primary School
Bonneville Gardens
London SW4 9LB

Tel: 020 8673 1183
Email: admin@bonneville-primary.lambeth.sch.uk
Web: bonneville-primary.lambeth.sch.uk/

Headteacher:
Andrea Parker, BA (Hons), NPQH

 @bonnevilleps

