

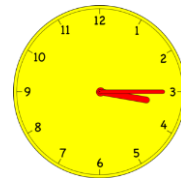
Request for
exceptional leave of
absence.

If parents wish to take their child out of school during term time a request for leave of absence must be made on the appropriate form at **least 4 weeks** before the date the leave is due to begin.

Forms are available from the school office.

We follow the local authority guidance on parents taking children out of school which is **NOT** to authorize.

No holidays will be authorized in term time.



Collection of children.

All children are to be collected by a responsible adult at the end of the school day.

Ensure your child's teacher knows who is picking your child up if the person has not been before.

Ensure all contact details are up to date in case of an emergency.



Henley Green Primary School

Wyken Croft

Coventry

CV2 1HQ

PHONE: 024 76613163



Henley Green Primary School

Information for parents and carers.

Little  Acorns

And



Little Acorn/ Nursery sessions:

Morning session- 8:30-11:30

Afternoon session- 12:30-3:15



Attending a nursery school gives your children a valuable introduction to school. It gives children the opportunity to develop their skills and mix with other children their own age. The relaxed atmosphere allows children to develop at their own pace.

Children are not of statutory school age until the term after their fifth birthday. However, establishing regular routines for your children at an early age is extremely important. It will benefit both you and your children as they progress through their school life, and limit the chances of poor attendance, which will have a negative effect on their enjoyment and achievement.

Evidence has shown that children who have a smooth and positive start to school and remain high achievers throughout their primary education and beyond.

Once a child reaches the age of five, regular attendance and punctuality at school become a legal requirement, enforceable by the local authority.

You can help your children to have a positive

Procedures of the school day.

- The school day starts at 8:30am. After 9am a late mark will be recorded.
- Children who arrive late for little acorns or nursery will be recorded on the register as 'late' after register closed. This will count as an unauthorized absence.
- If your child is not able to attend please contact the office on the day.
- If your child is not in without a reason then a phone call will be carried out to find the reason as to why they are not in. These are government funded places and if a regular occurrence of absents is shown then the place may be taken away.
- All reasons for absences must be recorded by the school. 'My child is poorly' is not a reason we need a valid reason as to why.
- Inform us of any medical appointments.
- A log of unauthorized absences will cause concern and could lead to your place being taken away.

We would all like our children to...

- Be happy and confident.
- Make friends with other children.
- Be able to talk and listen, enjoy stories and start to read simple words.
- Begin to investigate the world through science, design and technology, history, geography and information communication technology.
- Develop physically through movement and improved coordination, gain confidence in what they can do, be healthy and active.
- Be creative through visual art, music, dance, role play and imaginative play, and start making connections between one kind of learning and another.



School success starts
with attendance