

Frequently Asked Questions (FAQs)

Why is regular attendance important?

Regular attendance is crucial for your child's academic success and social development. Consistent attendance helps children keep up with their learning, participate fully in school activities, and develop good habits for the future.

What should I do if my child is sick and cannot attend school?

If your child is ill, please notify the school as soon as possible. You can call the school office on **01132930250** or send an email at office@beechwoodprimaryschool.co.uk. For extended illnesses, please provide a doctor's note or any relevant medical documentation.

What is considered an authorised absence?

Authorised absences include illnesses with a medical note, medical appointments, religious observances, and family emergencies. Please contact the school to discuss any specific situations.

What is considered an unauthorised absence?

Unauthorised absences are those that are not approved by the school, such as holidays during term time or unexplained absences. These can impact your child's attendance record and overall learning.

How can I help improve my child's attendance?

Establish a consistent morning routine, ensure your child gets enough sleep, and communicate with the school if there are any issues affecting attendance. Encourage a positive attitude towards school and education.

What happens if my child's attendance is low?

If your child's attendance falls below a certain threshold, the school will contact you to discuss the reasons and develop a plan to improve it. Continued low attendance may result in further actions, including involvement from external agencies.

Can I take my child on holiday during term time?

Holidays during term time are generally unauthorised. If you need to take your child out of school for a special reason, please discuss this with the school in advance. Unauthorised holidays can negatively affect your child's attendance record.

What should I do if my child is late for school?

If your child is late, please ensure they go to the school office to sign in and provide a reason for their lateness. Regular punctuality is important for your child's learning and routine.

How does the school support families with attendance issues?

The school offers various support services, including meetings with the attendance officer, counselling, and referrals to external agencies. We work collaboratively with families to address any barriers to regular attendance.

Who should I contact if I have concerns about my child's attendance?

If you have any concerns about your child's attendance, please contact the school's attendance officer or your child's teacher. They will be able to provide support and guidance.

What are the consequences of continued unauthorised absences?

Continued unauthorised absences can lead to legal actions, including fines or prosecution. It's important to maintain open communication with the school and provide any necessary documentation for absences.

What should I do if I have an emergency, and I cannot bring my child to school?

In case of an emergency where you cannot bring your child to school, please contact the school and explain the situation in detail. The school will arrange for the attendance bus to come and collect your child. Please note that the attendance bus service is used for emergency situations only.

What should I do if the school is concerned about the authenticity of the illness?

If the school is concerned about the authenticity of the illness, it can request medical evidence to support the illness. This can include prescriptions, medication packages (must be in the child's name), appointment cards, letters and any form of communication showing that the parent sought medical advice.

Can I take my child out of school for a medical appointment?

Non-urgent medical or routine dental appointments are encouraged to be scheduled outside of the school day. Where this is not possible, students should attend school before and after the appointment.

The school has rejected my request to take my child out of school for a prolonged period. What happens now?

If the request is rejected and you still take your child out of school, the absences will be unauthorised. This will result in a penalty notice being issued by the local council.

What is an Early Help Assessment?

An Early Help Assessment considers the needs of the family and potential barriers to your child's attendance. It allows for intensive support to be provided either by the school or by external services that work in partnership with the school.