



## Upland Primary School School Information



### Absence

**We are legally required to ensure that all absences are 'authorised'.**

Should your child be absent:

#### Either

- Telephone the school on the first day of absence on 020 8303 2175 and press 1 for the Absence Line.
- **Or** Email the school on [admin@upland.bexley.sch.uk](mailto:admin@upland.bexley.sch.uk)

Medical or dental appointments should be notified in advance if possible.

### Reporting Absence

- Parents must ring the school office on the first day of child's absence giving the reason why he or she is not in school. If we do not hear from parents then a phone call is made by the school office to the parents; the telephone call should be backed up by a letter on the child's return to school explaining the precise reason for their absence.
- If no explanation has been received within 5 school days then a written reminder is sent to the parents by the office; if no reply is received after a further 2 days then the absence is recorded as 'unauthorised'.
- Parents who are continually having to be chased for an explanation for their child's absence will be notified that unless contact is received all absences will be unauthorised and a referral to the Education Welfare Service (EWS) may be made.
- Children arriving after 9.30am, unless for a notified reason (e.g. doctor's appointment), will be recorded as having an unauthorised absence.

### Punctuality

Please ensure your child arrives at school on time. They should be in the playground when the bell is rung. If however your child is late please go to the School Office via the main entrance and sign in the 'yellow' Late Book on arrival. The Head Teacher and the Educational Welfare Officer monitor lateness on a regular basis. We do understand that anyone may have a problem occasionally, but are concerned for those children who are frequently late. Lateness affects a child's learning and causes disruption to the rest of the class.

### The School Day

Reception	~ 8.50am – 3.10pm
Key Stage 1	~ 8.55am – 3.15pm
Key Stage 2	~ 8.50am – 3.20pm
Nursery AM	~ 9.00am – 11.30am
Nursery PM	~ 12.45pm – 3.15pm

