

## **Newsletter content to showcase attendance expectations**

### **Attendance Policy Quick Guide for Parents**

We expect pupils to attend school for 100% of the academic year.

**You can support your child to have excellent attendance by taking these steps:**

- Ensure your child arrives on time for school at 8.40am every day and is ready to learn. Arriving after registration is recorded as an unauthorised absence. Pupils must be in school by 8.45am.
- Avoid taking holidays during term time.
- If your child appears to be only slightly ill, send them in to school.
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.
- Supply a copy of the appointment card or hospital letter if your child has an appointment during school hours.

If your child becomes reluctant to go to school or you need help, please contact the school immediately; we are more likely to be able to work together to solve any problems if we act early.

#### **What YOU must do:**

- Telephone the school before 8.30am each day of your child's absence.
- Tell the school in advance, of any medical appointments.
- If you are not sure whether your child is well enough to attend school, send them in anyway. We have staff who will contact you if their condition deteriorates.

#### **What WE will do:**

- Check your child's attendance every day.
- Phone home to discuss your child's attendance with you.
- Invite you into school for attendance meetings if we are concerned.
- If we cannot establish a reason for absence, then we may make a welfare home visit.