



Every student. Every day.



Welcome to our first newsletter all about attendance, where we will aim to answer any questions you may have, provide additional guidance about good attendance and include reminders about our whole school expectations. Our 'Attendance Matters' newsletter will be sent out each half term via Marvellous Me, and we will provide paper copies in the front office should you need one.



Attendance is everyone's responsibility, however we have three main members of staff in school who are responsible for overseeing attendance. Mr Kirby-Bowstead is the school Senior Attendance Champion, whilst Mrs Carvey provides support to a lot of our children and families to help them get in school on time every day.



Mr Kirby-Bowstead
- Headteacher



Mrs Carvey -
Home School
Mentor

You might not have met Mrs Lowther before though: Mrs Lowther is our School Attendance Officer, who contacts our families when there are concerns about attendance and punctuality. The reason Mrs Lowther gets in touch with families where children have poor attendance is to provide support and guidance to help reduce absences, raising awareness and potentially organising attendance improvement meetings or attendance fines.



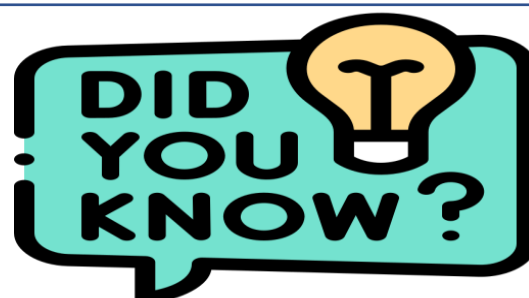
Mrs Lowther -
Education Support
Officer

We all know that good attendance is imperative for your child's success – children with low attendance are almost always the lowest attainers in class. Parents and carers have a legal duty to get their child in school on time every day, and our attendance team will support with this as much as we can; but families must do their part first!

How do I report an absence?

If your child is going to be absent from school due to illness, a medical appointment or a family emergency we ask that you phone the office to let us know as soon as possible, and before 8.45am, so we can ensure registers are correct. We ask that you do not use the school Facebook Messenger so we can make sure we do not miss any important messages.

If your child is required to be absent from school for an exceptional circumstance, parents/carers must complete a Leave of Absence form in advance. Family holidays are not classed as an exceptional circumstance, and will not be authorised.



When children come to school late, they don't just miss out on a settled start to the day and some of their learning time – it takes our staff away from supporting other children with their learning too. This means that your child being late stops other children from learning in the most effective way.

On time in school; that's our motto, that's our rule!