

APPENDIX

Attendance Information for Parents

The Governing Board is keen to work in partnership with parents/carers, to promote an active and responsible approach to improving attendance and punctuality. This protocol is intended to support parents/carers in reinforcing these essential life skills in our pupils, and to support their learning.

Attendance at school is vital for a child's ability to learn, develop and achieve. As a parent/carer of a child of school age, you should:

- send your child to school on time every day with the correct uniform and equipment
- contact the school on their first day of absence if they are unwell, and return them to school as soon as they are well enough
- take holidays only during school holidays

There are 190 school days in an academic year, leaving 175 days fee for families. Please remember that headteachers are not permitted to grant leave of absence on school days unless there are exceptional circumstances. If you need to take time out of school for any reason please contact the school to make a request for permission.

Where appointments in school time are unavoidable, it is essential that you take and collect your child from school, bringing them back once their appointment is over. The Local Authority also requires that we hold evidence of their appointment for school records.

Why is it important to be on time?

Being on time for school is an important life skill that will be increasingly important, as your child gets older. Starting good routines is essential from an early age to promote a positive attitude to punctuality as well as taking responsibilities and work ethos seriously in later life.

The beginning of the school day is an important part of the daily routine. It allows children the opportunity to:

- talk to their class teacher
- order their school lunch
- put things away tidily and prepare themselves for learning

If your child is late it:

- disrupts other children who have already settled
- disturbs the start of the lesson
- does not encourage children to take personal responsibility for themselves or their learning
- shows a lack of respect for the teacher and peers
- sends the wrong message that being late is acceptable
- If lateness persists, contact will be made with the EWO so formal support can be put into place to improve attendance



To encourage attendance, we will continue to emphasise the positive efforts of parents and children, which may include:

- Reporting attendance figures in assembly each term and celebrating this together
- School Council meetings
- School newsletters

Further Information

If you have any queries or concerns regarding your child’s attendance, please contact your child’s school. The contact details for the schools are as follows:

Bentley

Phone number – 01473 310253

Email – admin@bentley.suffolk.sch.uk

Copdock

Phone number – 01473 730337

Email – admin@copdock.suffolk.sch.uk

Contact information for the School Attendance Support Officer can also be obtained from the school.

