

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 at the correct drop off point and is ready to learn. Arriving after registration is recorded as an unauthorised absence. Pupils must be in school by 8.50am.
- All children should be in school by **8:40am**. Arrivals after **8:50am** must be signed in at the school office and will be marked as **late**. After **9:00am**, an **unauthorised absence** will be recorded. Please remember that arriving late can be unsettling for your child, disrupt the class, and reduce valuable learning time.
- If your child is absent, please ring School on the *first* day of sickness between **8.00am – 8.30am**. **It is important that you let the office know your child will be absent**. We will advise your child's class teacher of the reason for absence.
- Please email **attendance@queensgateprimary.co.uk** on your child's first day back to explain their absence. Without this, the absence will be recorded as unauthorised and may be referred to the Education Welfare Officer.
- Avoid taking holidays during term time.
- If your child appears to be only slightly ill, please 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 is going to be late, for whatever reason, but will arrive in School in time for lunch please phone School **before 9.00am** to book a school lunch.

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.