

Our Attendance Strategy

Our aim is that every child maintains a good level of attendance as this is important in ensuring that children can maximise their opportunities and realise their true potential.

We understand there are times when children are unwell or infectious and cannot come to school. If your child is unwell and cannot attend school, you must let us know each day on 01642 285001. Please keep the school informed; let us know as soon as possible, by telephoning the school office before 08:50am

We have a first day contact system, which means that we will contact you if a child does not arrive at school and where no message has been received. If we are unable to contact you following these attempts, we may feel that it is necessary to visit your home.



How can you help?

- Keep us in the loop around any illnesses or ongoing medical needs
- Make any appointments outside of the school day.
- Do not take children out of school for holidays during term time.



For your information...

Doors open at 8.40am and close at 8.50am. If your child arrives after this time, please enter through the main entrance where they will be recorded as late. We monitor punctuality and will address concerns over persistent late comers.



Some other pointers:

- If in doubt, send your child in. Please update contact numbers when necessary.
- If at all possible, avoid medical appointments during the school day. If unavoidable, please send in evidence of the appointment for our records. If you do need to remove your child from class, please keep this to as short a period as possible and let us know beforehand.
- In line with Authority policy, we do not authorise any holidays during term time, except where there are truly exceptional circumstances. Please fill in a 'Leave of Absence' form 10 school days in advance of the leave to inform us of any plans.
- With sickness and diarrhoea, your child must be kept at home for **48 hours** after their last bout.

