

Attendance Policy Quick Guide for Parents



The name and contact details of the school staff member pupils and parents should contact about attendance on a day-to-day basis is:

Name: **Mrs Payne**

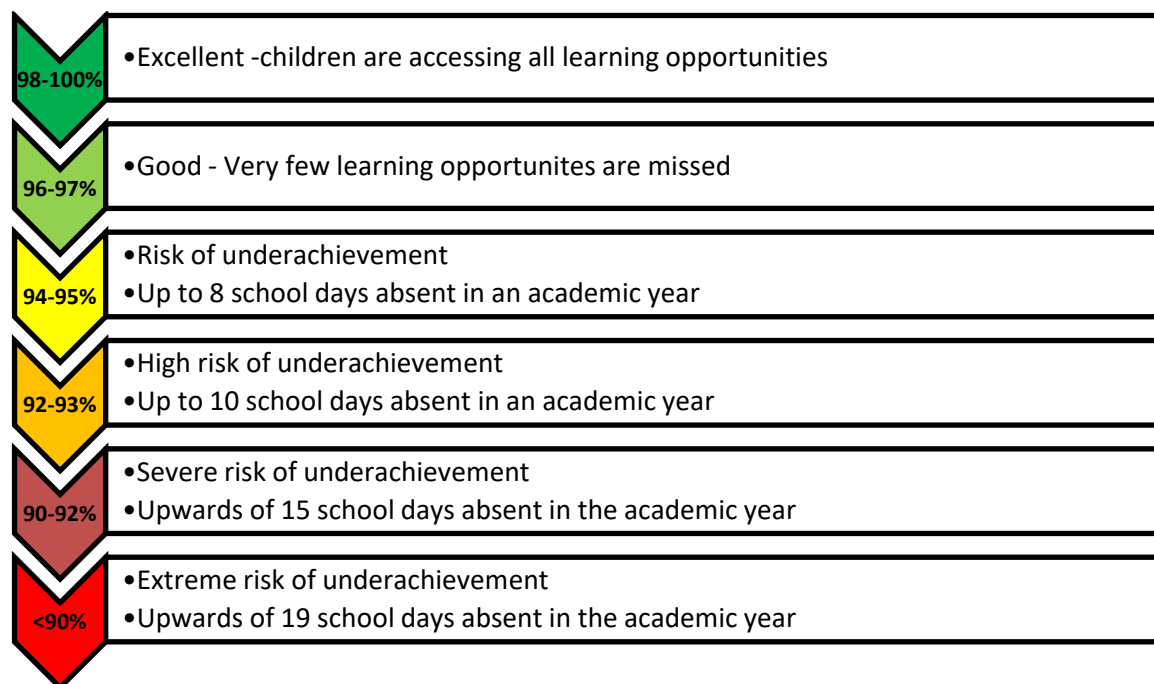
Email address: office@thurlton.org

Telephone number: **01508 548314**

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 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. We have staff who will contact you if their condition deteriorates. Staff will also administer medicine if this is required. We will always ask for your permission first.
- 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.
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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.





‘On the day’ absences: what should I do if my child is not ‘fit’ to go into school?

On **each day** your child is unfit to come to school, please report this absence by phoning the school office **before 9am** (01508 548318) to let us know.

Email messages will be followed up by a phone call from school. In the message you must leave your child’s full name and class and give the **specific reason** for absence.

The information you give will be recorded on our official register.

Leave of Absence

There may be exceptional circumstances where you need to request a leave of absence for your child. Please use our ‘Leave of absence request’ form to make these types of requests. The form should be submitted **at least 2 weeks in advance** of the leave of absence, via office@thurlton.org. You will receive a letter in response, to advise if the request has been granted or declined.

Punctuality

Pupils are expected to arrive on time for school in the morning and for every lesson during the day. Your child is late to school if they are not lined up on the playground by 8.45am.

The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children’s attainment. I hope we can count on your support in this matter.

Please contact Jessica Balado (headteacher) if you require any support with ensuring your child’s regular school attendance.

Senior Attendance Champion – the senior leader responsible for the strategic approach to attendance in our school	Jessica Balado	Head Teacher 01508 548318
Contact the school office daily 01508 548318	Mrs Payne	School Secretary
For further support contact the head teacher who will sign post to other adults who may be able to support		