

School Attendance Matters

Dear Parents and Carers,

School attendance really does matter! We appreciate that there may be times where your child is too unwell to attend school, however absence owing to days out, holidays and appointments (which can be arranged outside of school hours) do have a significant affect on your child in school. Not only does it impact on your child's progress, they lose learning that simply cannot be repeated, it can also negatively affect their social and emotional development.

We have a new Trust attendance policy in place—which can be found on our [school-website](#).

As a school we have a duty to safeguard every child's right to an education—as such we require support from parents and carers:

- If your child is unwell you **MUST** contact the school office each day that they are absent.
- Please be reassured that if your child is unwell at school we will contact you. We are also able to administer children's paracetamol (Calpol) in some cases when agreed by senior management.
- Consecutive days absent or lateness will be marked as unauthorised; however, school **MUST** be informed . If correspondence is not received regarding absence or lateness this will trigger our safeguarding procedures.
- If we become concerned about your child' attendance or punctuality you will be required to attend a meeting in school. Non-attendance at these meetings will trigger our safeguarding procedures.
- Children with attendance below 90% are deemed to be a serious concern—this will now be considered, and managed as a safeguarding matter under our safeguarding procedures.

Please help us to ensure that your child has the best support and education possible!

