

Following up absence

If your child is absent you must contact the school by telephone to inform us of the reason.

If you do not contact us a follow-up text message will be sent.

If no reply is given, it will be recorded as an unauthorised absence.

90-95% attendance- a monitoring letter will be sent



80-90% attendance- an Attendance Support Meeting will be held



Below 80% attendance - an Attendance Action Plan will be put in place

Following up punctuality

Regular analysis of punctuality data ensures that the school can identify and respond to ongoing issues appropriately. Where punctuality is a concern a meeting will be held between the parent/carer and school to identify any in-school barriers that may be affecting punctuality. Where out of school barriers are identified further support will be signposted.

Don't underestimate the importance of 100% attendance

- 95 percent attendance means 10 school days missed

- 90 percent attendance means 19 school days missed

- 80 percent attendance means 38 school days missed

If you'd like further information regarding attendance at our school, please see our Attendance Policy – downloadable from the school's website.



ATTENDANCE

Information for parents and carers





Our Aims

As a fully inclusive school we are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

Why is attendance and punctuality important?

Good attendance and punctuality are vital for success at school, and to establish positive life habits that are necessary for future success.

At Broomwood Primary School we classify 'good' attendance as being above 95% but we aim for as high as possible.

It is also very important that children arrive on time each day, as learning begins as soon as the school day starts.

Children should be ready to begin the day with the rest of their class at 8.45 am.

“Attend today
and achieve
tomorrow.”

Absence due to illness

If your child is absent from school due to sickness, you must inform the school by phone on the morning of the absence. If your child remains absent from school then please keep school up to date with how long you expect your child to be absent. If your child has more than 10 days of absence due to sickness in one academic year we may ask you to produce a doctor's note for each subsequent absence.

Medical appointments

We encourage parents to make medical and dental appointments outside of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary and school needs to be advised in advance. A copy of appointment cards/letters need to be given to the school office.



