



A is for Attendance

Attendance Matters!

A huge well done and thank you to the 105 children who have 100% attendance for the spring term. The Department for Education tracks attendance carefully and we aim to have an attendance figure in excess of the national average of 96.4%. Our attendance figure to date is 93.2% and we MUST try to improve on this figure.

Regular attendance is very important for children to achieve the best they can. If children are absent from school, it not only affects their education but they will miss out on the social side of school, which affects their ability to make and keep friends and can dent their self-confidence to attempt new work and work alongside each other.

We appreciate that attendance levels at this time of year can be affected by illness, particularly colds and tummy bugs. We would therefore encourage all parents to send their children into school wherever possible. However, if they have been ill with sickness and/or diarrhoea, please keep them off school until they are symptom free to prevent the bug spreading throughout the school community as this has a significant, adverse effect on attendance levels of both staff and children. A copy of your child's attendance record is available, on request, from the school office.



The importance of Punctuality

Punctuality is crucial to ensuring that your child's day at school starts smoothly and that they are in the right mindset to start learning and working hard. The classroom doors open at 8.45am and school starts at this time. Late arrival is between 9am and 9.30am. Arrival after 9.30am is recorded as unauthorised and will adversely affect your child's attendance. Please support your child to develop lifelong habits of good attendance and punctuality in order to allow them to achieve their full potential. Thank you.

At the end of the School Day

Picking your child up on time at the end of the day is just as important as getting them to school on time. Please remember school finishes at 3.10pm. Please ring the school office if you will be late picking up your child.



Attendance Letters

Each week we look at whole school attendance, including all the reasons for absence, and we contact, by letter, those parents whose child has an attendance level below 95%.

We aim to work with parents/carers to help improve a child's attendance so that all children can benefit from being in school regularly and achieving their full potential. If you would like any support or advice on attendance or punctuality, please speak to your child's class teacher or Pammy Bhambra.

Reporting an absence:

If your child is too ill to attend school, please contact the school office before 9am with full details of your child's illness/symptoms. If we do not hear from you, we will contact you, to find out why your child is not in school. If you email the school office, please remember to include your child's full name and class in the subject line.

If we are not able to contact you we will, on a daily basis, contact those families to ask them to let us know why their child is not in school. This will come via ParentMail. If we do not hear from you, we will treat the absence as unauthorised. Sometimes, human errors can occur and it may be that a message has not reached the relevant person. Please do not take offence, we just need to make sure the registers are up to date. Thank you for your support.

Holidays and Absence during term time

Absence will not be authorised during term time except in exceptional circumstances. It is very important that all parents and carers understand that children with unauthorised absences, including holidays, and unexplained absences are at risk of receiving a Fixed Penalty Notice from Croydon Council.

If you wish to observe a religious occasion on a school day, as with any requests to withdraw your child from learning, please complete a **Leave of Absence Form** at least two weeks before the requested leave. This is our school procedure and if the process is not followed, we are unable to authorise the absence. We are able to authorise two days for religious observance in each academic year. These are not usually two consecutive days.



When is it not ok for your child to stay away from school?

Holidays - only in exceptional circumstances will term time holidays be authorised by the school.

Birthdays - your child should still attend, even if it is their Birthday.

Shopping/Family Days Out - or any other activity for which there is no serious reason for your child to stay away from school.

There are 175 non-school days a year. This is 175 days to spend on family time, visits, holidays, shopping and other appointments.

Medical Appointments

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We request that, where possible, routine medical and dentist appointments are arranged outside school hours as these appointments will affect your child's percentage attendance. We do understand that some appointments, such as hospital consultations, are not always possible to arrange outside of school hours. However, if your appointment time allows your child to come to school for registration and then leave later, this will have a positive impact on their attendance figure. Likewise, if they are able to be back at school for afternoon registration.

The Legal Stuff

School attendance is important because the law requires it. As a parent/carer, you are legally responsible for making sure your child gets a full-time education. This means registering your child at school and making sure they attend regularly and on time.

Thank you for your support in helping to raise our school attendance. If you would like any support or advice on attendance or punctuality, please speak to your child's class teacher, the school office or Pammy Bhambra.



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School Matters!

