



Good attendance- what I must do as a parent

If your child attends well, they will do better at school. These are the things you should do as a parent to help your child attend well and achieve well:

1. Make sure your child comes to school every day unless they are unwell. Having a cold or cough is not normally a reason to keep your child at home. Your child should also come to school on time. They should be in the playground at 8:35am every day if they are in Years 1 to 6, or 8:40am, if they are in the reception or nursery classes.
2. Tell us straight away if your child is absent. Please ring the school and leave an answerphone message with the following information: your child's name and class, the reason why they will miss school and your name. You should ring us as soon as you know that your child is not coming to school.
3. You should not book appointments in school time. Book doctor, dentist and optician appointments after school, in the holidays, at weekends or on Friday afternoons. For hospital appointments, please tell us straight away if your child has been offered one and show the office staff the appointment letter or a copy of it on your phone.
4. Please do not book holidays during school time. We can't agree to them.

Finally, please collect your child on time every day. School closes at 3:30pm on Monday to Thursdays. School closes on Fridays at 12:10pm and children should be collected then. For children attending Friday afternoon club, they should be collected no later than 3:15pm.

What good attendance looks like?

Attendance	Grade	Actions that you must take as a family.
99-100%	EXCELLENT	Congratulations! Your child's attendance is fantastic! Please keep it up!
97-98%	GOOD	Well done! Your child's attendance is good! Keep it up!
96%	ACCEPTABLE	This level of attendance is acceptable, but to get the most of school, let's work together to improve your child's attendance further.
90-95%	REQUIRES IMPROVEMENT	We will be in touch to meet you to discuss how we can all work together to improve your child's attendance.
Below 90%	PERSISTENT ABSENCE	An Education Welfare Officer will meet with you to draw up a plan to improve your child's attendance.