

If you would like to talk to your child's teacher, after school is the best time to do this. If you need more time then please phone the school to make an appointment.

How you can help us:

- ⇒ Try to make medical appointments after school or in the holidays whenever possible
- ⇒ Support the school's attendance policy and guidance
- ⇒ Make sure your child has what they need for school each day
- ⇒ Telephone us when your child is ill on the first morning of absence before 9.15am on 0161 430 3078
- ⇒ Bring and collect your child on time each day

Regular and punctual attendance is vitally important in raising achievement and developing the potential of our pupils. Home and school must work together to ensure that children feel safe and secure about coming to school and know the routines clearly.



School success starts
with attendance

Bredbury Green Primary School
Clapgate
Romiley
SK6 3DG
0161 430 3078

Bredbury Green
Primary School



Attending School
Information for
Parents
2024-2025

The complete Attendance Policy is available from school – just ask in the office if you would like to read it in full.

If I arrived late I would feel....
Upset because I miss out on morning activity.

If I arrived late I would feel....
Worried and annoyed because I miss out on learning.

If I arrived late I would feel....
embarrassed

REQUESTS FOR ABSENCE

School Policy is based on guidance from the Department for Education. Schools cannot authorise holidays in term time. The Headteacher can authorise absence for 'exceptional circumstances' only; in authorising absence, the Headteacher will look at requests on a case by case basis. Parents must fill in a 'request for absence' form for consideration by the Headteacher; this is available from the school office.

MONITORING ABSENCE

School monitors children's attendance and works closely with parents to ensure attendance is as high as possible. We always inform parents if attendance falls below 96%. Our Education Welfare Officer or School Nurse can support the school and families when/if they need help.

Remember:
Absence in term time disrupts your child's learning

DAILY ROUTINES

Your child should arrive between 8.45am and 9.00am; when they arrive they will go straight to their classroom.

The morning registers are taken at 9.05am.

Children are marked as late if they arrive after 9.05am; registers are closed at 9.20am and children arriving after this time are classed as an unauthorised absence.

At home time you can wait for your child outside their classroom from 3.10pm School finishes at 3.20pm for Key Stage 1 and 3.30pm for Key Stage 2.

