

# BROOKSIDE PRIMARY SCHOOL

ATTENDANCE NEWSLETTER : September 2022

## WELCOME BACK



Welcome back to our new school year and your new classes.  
We hope that you enjoyed your Summer break.

We would like to take this opportunity to say **THANK YOU** to all of our families who consistently ensure their children's attendance and punctuality is good. Getting these important habits established early on in your child's life will make a difference to their futures.

There is a proven link between attendance and achievement.

If your child is going to be absent from school, contact must be made first thing that morning and each day thereafter.

Contact can be made via our Brookside school website under '[Absence reporting](#)' or by calling school on [0151 558 1123](tel:01515581123).

Please provide us with as much information as possible about why your child cannot attend school. The School Attendance Officer Mrs Austin may still contact you if we require more information regarding their illness. Please always give an honest reason why your child is not in school.

**BE  
HERE  
GET THERE**



Every day in school matters.

### Leave of absence

We would like to remind you that any time off during term time will only be authorised in **Exceptional Circumstances**. Please consider when you book your holidays and do not book when the schools are open.

An 'Exceptional Circumstances' form must be submitted before taking your child out of school. This can be obtained from the school main reception. If your request for term time absence is refused and your child is still taken out of school, the absence will be recorded as unauthorised and noted on your child's attendance record. A Fixed Penalty Notice may also be issued. This is stated in our Attendance Policy.

### Punctuality

We appreciate the efforts that our Parents and Carers make in order to get their children into school on time. Poor punctuality can affect learning and behaviour. The start of the day is when the teacher informs the class of what the day ahead will look like. Learning begins from the moment they enter the classroom. It is not only the pupil who is late that is affected. It has an impact on all other learners if a child walks in late, as the teacher is then required to recap on missing learning for that child. This reduces learning time for the rest of the class. It is important that you get

your child into school on time. Thank you

