



Executive Headteacher Mrs C Adams  
Head of School Mr M Cunniffe  
[northbrookpa.org](http://northbrookpa.org)

Dear Parents

### Attendance and Punctuality Update

Primary years education is the foundation for future academic success. If children are absent from school, they miss out on learning the fundamental skills and knowledge that will set them up for success in the later years. Attending school every day and arriving on time is the single most important part of your child's education. Missing out on education has a significant effect on children's life opportunities. All research shows that children who attend well, are more likely to achieve. Each hour in school is a valuable learning experience that cannot be recovered. Therefore, everyone associated with the school – pupils, parents, all teaching, support staff and external agencies must do all in their power to ensure that excellent attendance and punctuality remain an integral part of the school's work.

At Northbrook Primary Academy we are committed to providing the highest quality education possible for all of our children, building a healthy learning community in which both pupils and staff can develop to their full potential. To achieve this, we aim to develop a strong partnership with parents to achieve excellent school attendance.

#### Reporting an Absence

Your child should be at the school, on time, every day that the school is open unless the reason for the absence is unavoidable. Missing out on lessons leaves children vulnerable to falling behind. If your child is unable to attend school, for whatever reason, you must:

- Contact us as soon as possible on the first day of absence by Tel: 01772 421599 or E-mail – [attendance@northbrookpa.org](mailto:attendance@northbrookpa.org). Please do not send messages regarding attendance through SeeSaw.
- Send a note in with your child when they return to school.
- Inform us of any ongoing medical issues.

If your child is absent from school and you do not report it, the attendance team will carry out a first day absence procedure. This will involve:

- Contacting you by telephone.
- Contacting you by letter.
- If necessary, carrying out a home visit.

If you do not provide a reason for the absence or we consider the reason for the absence to be unacceptable e.g. shopping, birthdays or incorrect uniform, it will be unauthorised. Please remember that unauthorised absences could result in families being issued with a Penalty Notice (PN). However,



Executive Headteacher Mrs C Adams  
Head of School Mr M Cunniffe  
[northbrookpa.org](http://northbrookpa.org)

we would much prefer this to be a rare occurrence, as we aim to work closely with parents to maximise their child's attendance.

### **Planned Leave of absence during term time**

If you plan to take your child out of school during term time you must complete an 'Application for a Leave of Absence' which can be downloaded from our website or collected from the front office. All requests for leave of absence will be considered on an individual basis without bias on receipt of this form. Leave in term time will not be agreed unless circumstances surrounding the request can be evidenced, by parents, to be exceptional. The Department of Education guidance says the fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short.

### **Punctuality**

Poor punctuality is not acceptable. Late arrival at school results in lost learning time and can disrupt the learning of others as late entry disrupt lessons. The school day starts at 8.45am and as we are moving to an electronic register system the morning mark will be taken promptly at 9.00am. To help us track punctuality more accurately and support families where it is required, the school classroom entrances will now close at 8.55am. From Monday 21<sup>st</sup> June students arriving after 8.55am must enter school through the Before/Afterschool Club entrance where their lateness and attendance mark will be recorded before they move to class.

We appreciate that the vast majority of our pupils and their families encourage excellent attendance and punctuality on a daily basis and keep us regularly updated on any issues that may impact this negatively. Thank you for your continued support. This letter is to ensure that there is transparency in our approach and to emphasise the importance that attendance and punctuality play in our drive to be the very best we can be as we move to the end of the academic year and prepare for the next year. Please refer to our Attendance FAQ section of our website <https://northbrookpa.org/parents-carers/attendance> or contact me at school if you have any questions or queries [m.cunniffe@northbrookpa.org](mailto:m.cunniffe@northbrookpa.org).

Kindest regards,

*M Cunniffe*

Mr M Cunniffe  
Head of School