



Reporting absence

It is extremely important when your child is absent that the school office is informed directly, by an adult, either by telephone or in person, for each day of absence.

You may have spoken to a member of staff but sometimes, in the 'busyness' at the start of the school day, messages may not get passed on or, if a sibling has been asked to inform the school office, they may forget.

When no reason has been given for a child's absence, Mrs Day will send out a 'parent-mail' and you may be contacted by Mrs Durrant via a phone conversation. If no message has been received after 2 days, a home visit will be carried out.

Sometimes, this will be sooner if there are concerns about a child's welfare.

As a school, we are accountable for knowing why a child has not attended and this is made much easier when the office has been contacted.

THANK YOU FOR YOUR SUPPORT IN THIS.

15 day challenge

A huge well done to all those who achieved 100% attendance during this challenge. Over 150 children enjoyed an extra break and treat on the last Friday before we broke up for the half-term break. Well done everyone!

You will have received your child's first attendance bookmark with this newsletter. This shows their level of attendance from the start of the term, up to 31st October.

Please be aware that, at this time of the academic year, just a few days off have a big impact on this figure. We understand when a child is not well enough to be in school.

100%	= Outstanding
97- 99.99%	= Good
94-96%	= Worrying
Below 94%	= Serious Concern

Attendance Lead
Mrs M Durrant

