



Joining together
to build our future



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Attendance Matters at Brampton Primary School

Dear Parents/Carers,

We believe passionately that every school day matters in a child's education. This is backed up by substantial research demonstrating how crucial regular attendance is in ensuring children reach their full potential in our education system, which then enables them to develop into confident, well-rounded adults, who are well equipped for life.

What is good attendance?

To ensure a child fully achieves their potential, they should be in school at least 95% of the time. **Attending school regularly is very important as it will help your child:**

- Develop social skills and confidence by making friends and socialising.
- Prepare for adult life by getting used to a routine.
- Get better results and improve life chances.

What do I do if my child is absent from school?

Parents/carers have a responsibility to inform the school if their child is absent and to provide a valid reason for this. We encourage parents to ring as early as possible on each day of absence and have a system of text messages to remind parents to contact us if their child is absent. If your child is absent, please provide medical evidence where appropriate.

What time should I book doctors and or dentist appointments?

We want children to be in school every day so strongly encourage you wherever possible to book any doctor's appointments after school: **3:45pm onwards**. If the appointment cannot be arranged after school, please ensure your child returns to school as soon as possible after. Dental appointments should be organised after school hours or during the school holidays. Please give your child's appointment letters to the school office as proof of attendance. We request letters be sent to school in advance or as soon as you receive them.

What about lateness?

The law states that parents/carers are legally required to ensure their children attend school regularly and on time. We encourage all children to be in school before 8:55am. Children, who arrive to class after 9am, must go to the office to sign their name in the late book.

Can I take leave of absence or a holiday during term time?

The school will not grant any leave of absence during school times unless there are exceptional circumstances: holidays are not regarded as exceptional circumstances. Absence during Year 2 and Year 6 will not be authorised under any circumstances.

What can I do as a parent/carer?

As parents/carers, we want the very best for our children and key to this is a good education. At Brampton Primary School, we are proud of what we do for our pupils. We endeavour to provide educational experiences tailored to a child's developmental needs, which feed their interests and progress their specific abilities and talents. For this to work, they need to be with us for as much of the journey as possible so we urge that you commit to the following:

- **Ensure that your child arrives at school on time each day.**
- **Ensure that your child only misses school for reasons which are unavoidable or justified, such as illness.**
- **Always notify the school as soon as possible and on each day of absence.**
- **Avoid booking family holidays or trips abroad during term-time.**
- **Talk to the school if you are concerned that your child may be reluctant to go to school.**

Our children are not children for long. We need to ensure that they make the most of their childhood and have the opportunity to be curious, develop a thirst for knowledge and new experiences, enjoy and celebrate their progress and find their place in the world ready for a life filled with potential. I hope you feel the same and will support us in our attempts to ensure that your child has the very best start on their lifelong learning journey

Yours faithfully,

Mr M Woodhouse
Deputy Head Teacher
Attendance Leader