



Brampton Primary School

Attendance Newsletter

Building Personal Success

Ofsted
Outstanding
2011|2012

Date: 11/06/2021

Issue: 5 <http://brampton.newham.sch.uk>

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ATTENDANCE POLICY—SUMMARY FOR PARENTS

Good attendance is important:

- Statistics show that children with good attendance have better achievement in school.
- Children with attendance above 96% make better progress socially and academically.
- Children who attend regularly find their learning more satisfying and have fewer gaps in their knowledge.

Parents have responsibilities around attendance:

- They must ensure their child arrives at school on time to be ready for registration.
- They should contact the school daily to report any absence, giving a reason and explaining when their child will return.
- They should keep the school updated and after three days of absence, if possible, provide medical evidence.
- They should not book routine medical or dental appointments during school time. Medical appointments are counted as an absence on a child's record.
- They should ensure their child comes to school on time everyday.

BPS has the following absence procedures:

- Parents/carers must provide a reason for a child's absence. This may be in the form of a letter, a phone call (Ext 201) or email to the School Attendance Officer (tarina.ringwood@brampton.newham.sch.uk).
- Explanations by the child are not acceptable. Parents are asked to inform the school on the first day of absence and every day thereafter, until the child returns.
- The only acceptable reasons for absence are illness, attendance at a medical appointment, exclusion, religious holiday or family bereavement for which the headteacher has given permission. **Absence to go shopping, to visit relatives, to go on a holiday, to celebrate a child's birthday or because a parent is unwell are not acceptable.**

Leave of Absence During Term Time

The school is not permitted to grant any leave of absence during school time unless there are real exceptional circumstances. Holidays are not regarded as exceptional circumstances. All requests for leave must be made in writing in advance by the parent to the headteacher. Parents must complete the school's 'Leave of Absence' form, both departure and return dates should be clearly stated along with any evidence to support the absence.

Recognition of Achievement

Children who have 100% attendance for a term will receive special certificates. They will also be entered into a draw with the chance of winning a prize. There will be 4 prizes each term, one for each phase.

School Matters!



Attend Today, Achieve Tomorrow