



Brookside Primary School

Attendance Guidance

At Brookside, we have a duty to ensure that children have good and regular attendance at school. To achieve this, we work in partnership with families to ensure that all children reach their full potential and enjoy learning at school. [Children with poor attendance tend to achieve less in both primary and secondary school.](#)

Absence procedures

Parents/Carers must report their child's absence before 9.30a.m. This can be done by leaving a message on the absence voicemail, emailing the school office or coming to the school office. [Please state the child's name, class and reason for the absence.](#) Please keep the school updated daily. This is to safeguard your child. If a child is absent we will:

- telephone Parents/Carers if we have not heard from you on each day of absence.
- monitor absence and write to parents to inform you that your child's absence has fallen below the acceptable figure of 95%.
- discuss strategies for improvement, with Parent/Carers, before referring the matter to Educational Welfare Officer if the attendance figure falls below acceptable figures.

If a child is absent for a long period of time or is repeatedly absent due to illness we will ask for medical evidence to support this. This can be in the form of a prescription, an appointment card, or a letter from the GP. Wherever possible please try to make medical appointments outside of school hours.

Lates

It is essential that children arrive on time for school as they will be missing vital learning time if they are late and this also causes disruption to the class who may have already started their studies. Doors open at 8.50a.m. and close at 9.00a.m. We monitor late marks in the same way that we monitor attendance. If your child(s) arrives after the register has closed, it will be marked as a half day absence.

Late Procedures

If a child is late Parents/Carers must:

- telephone the school as soon as possible stating the reason for lateness
- on arrival at school Parents/Carers must sign the child(s) in via the entry sign, ensuring a dinner option has been chosen for the day (Please note the kitchen require dinner numbers for the day by 10am at the latest). A reason for lateness must be given at this time and the school office will ask you to clarify if it is not clear.

If a child is continuously late we will:

- Monitor lates and write to Parents/Carers to inform you of our initial concerns.
- discuss strategies for improvement, with Parents/Carers.

Late Collection Procedure

If you are running late to pick your child(s) up from school, please notify the office as soon as possible. If your child(s) is not collected by 3.30p.m. he/she/they will be taken to aftercare. Please note this will incur a charge.

Absences during term time

At Brookside we expect holidays to be taken during the school holidays to maximise the children's learning potential. Parents/Carers are required to fill in an absence request form if it is during term time (giving plenty of notice). Each request will be considered on a case by case basis. The Head teacher is unable to authorise holidays ([Absence request forms can be found on the website or you can obtain a paper copy from the school office](#)).

****Please note that your case may be referred to the Local Authority who may issue a penalty notice.***

If you would like more information on attendance, please follow the links to the Dfe websites:

[Gov.uk School Attendance Absence](#)

[Guidance On school Attendance](#)

Thank you for your continued support,

Miss G Brown
Headteacher