Appendix 3: Attendance Policy Quick Guide for Parents

Attendance Policy Quick Guide for Parents

The name and contact details of the school staff member pupils and parents should contact about attendance on a day-to-day basis is:

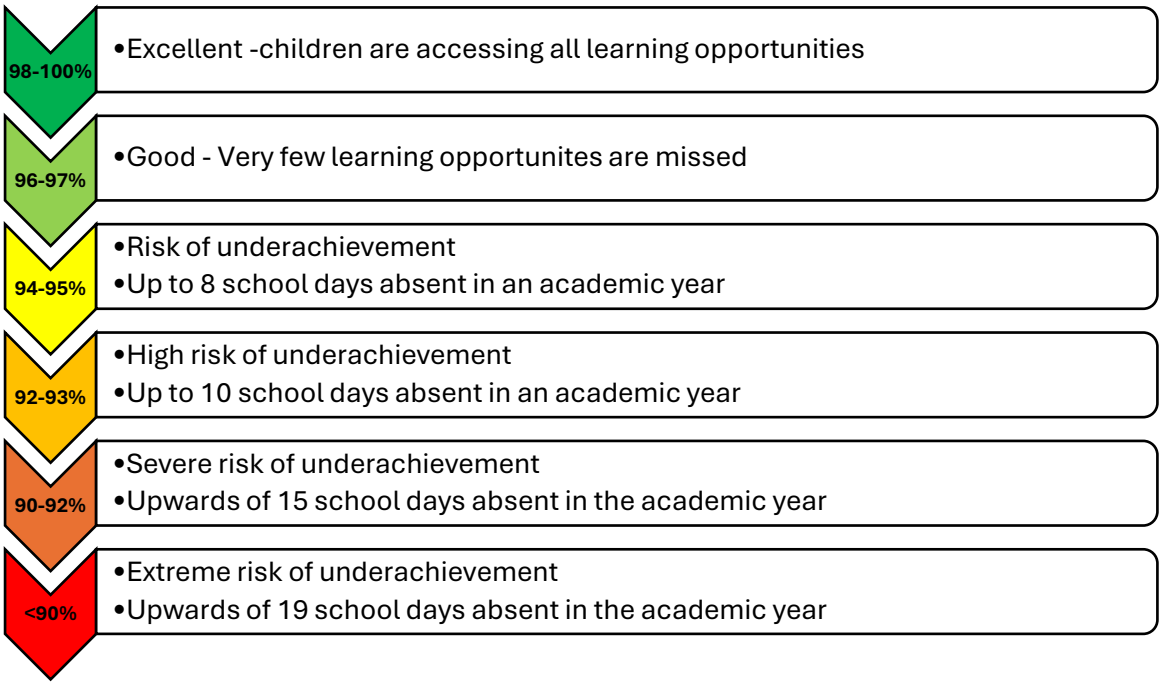
Name: Karen Reeman, Administrator

Email address and telephone number – office@alpington.norfolk.sch.uk / 01508 492700

We expect pupils to attend school for 100% of the academic year. You can support your child to have excellent attendance by taking these steps:

- Ensure your child arrives on time for school every day and is ready to learn. Arriving after registration is recorded as an unauthorised absence. Pupils must be in school by **8.50 am**.
- Avoid taking holidays during term time.
- If your child appears to be only slightly ill, send them in to school. We have staff who will contact you if their condition deteriorates.
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.
- Supply a copy of the appointment card or hospital letter if your child has an appointment during school hours.

If your child becomes reluctant to go to school or you need help, please contact the school immediately; we are more likely to be able to work together to solve any problems if we act early.



‘On the day’ absences: what should I do if my child is not ‘fit’ to go into school?

On each day your child is unfit to come to school, please report this absence by calling the school on 01508 492700. Selecting option 1 and leaving a message to let us know. In the message you must leave your child’s full name, class, and give the specific reason for absence. The information you give will be recorded on our official register.

Leave of Absence

There may be exceptional circumstances where you need to request a leave of absence for your child. Please use our ‘Leave of absence request’ form to make these types of requests. The form should be submitted in advance of the leave of absence as a paper copy to the school office or by email to office@alpington.norfolk.sch.uk. You will receive a copy of the form in response, to advise if the request has been granted or declined. Please note that the school will not usually authorise absence for term time holiday.

Punctuality

Pupils are expected to arrive on time for school in the morning and for every lesson during the day. Your child is late to school if they are not in the classroom by 8.50am.

The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children’s attainment. I hope we can count on your support in this matter.

Please contact **Monika Firago or Rosie Welch** if you require any suport with ensuring your child’s regular school attendance.

Senior Attendance Champion – the senior leader responsible for the strategic approach to attendance in our school	Rosie Welch	**head@alpington.norfolk.sch.uk** **01508 492 700**
School Administrator - parents should contact about attendance on a day-to-day basis	Karen Reeman	**office@alpington.norfolk.sch.uk** **01508 492 700**
Parent Support Advisor who parents should contact for more detailed support on attendance	Monika Firago	psa@alpington.norfolk.sch.uk