

Attendance Really Matters – A summary for parents

*For more detailed information on all aspects of attendance please refer to the full **Sullivan School Attendance Policy** on our website.*

Here at Sullivan Primary School we have the highest expectations across all areas of school life including pupil attendance. We value positive relationships, and we want all our pupils to feel they belong here and are valued. We work with our families to ensure that pupils maintain the highest possible level of attendance at school. We believe that this is the best way for them to succeed and to get the most out of all that we have to offer.

There is a clear link between school attendance and academic outcomes. We want all our pupils to achieve excellent outcomes and give themselves the very best chance in life. **There are 175 non-school days per year for holidays, shopping and appointments. There is no need, except in extreme circumstances, to miss even one day's education.**

If your child misses only one session per week (remember, there are two sessions per school day) their attendance will fall to 90%. At this rate they will miss 19 days of education, or over 100 lessons, in just one year and they risk not being ready for the next stage of their education. *[Please see Attendance Policy Part B - 2.1]*

It is vital we work together to show our pupils the value of attending school each and every day. However, we do appreciate that at times, pupils may not be able to attend school. We ask our parents and carers to follow the processes below. They support our safeguarding procedures.

Support

We take absence very seriously. We are committed to supporting any pupil who is finding it difficult to attend school regularly. The school will automatically target support for any pupil whose attendance consistently falls below 90%.

Should you have any concern about your child's attendance, then we ask that you contact us as soon as possible to discuss the matter.

Absence through illness or unforeseen circumstances

Let us know your child will be absent from school **before 8:25am** on the first and all subsequent days of absence either by calling the school on **0207 736 5869** or by sending us an email **admin@sullivanprimaryschool.org.uk**

If you are asked to leave a message, please leave your name, your child's name, their class, and the reason for their absence. Please do expect to receive a call back from someone at the school to discuss your child's absence.

If a pupil has suffered any form of injury, then we ask that you contact the school in the same way to make us aware, so we can do a risk assessment with you. This will help us identify both the nature of the injury and any support your child may need.

[Please see Attendance Policy – Part B - 7.3]

Attending an outside appointment

Please try and schedule all dental and non-urgent medical appointments outside of school hours. We know this may be more difficult for hospital visits. If rescheduling fails, your child must bring a medical letter or appointment card. We need it for our records. If an unavoidable appointment has been scheduled within the school day pupils must be returned directly to school afterwards.

Permission for Absence Requests – ‘Exceptional Circumstances

Parents/carers **must** ask the headteacher for permission in advance if they wish their child to take time off school, and they must give **exceptional reasons**. If such a request is made, the school expects the child’s period of absence to be kept as short as possible.

The law does not grant parents the automatic right to take their child out of school during term time. If parents/carers do take their children on holiday during term time this will be recorded as a period of unauthorised absence, and the school may issue penalty notices.

Parents should complete a Leave of Absence Request form which is available from the school office. The form should be completed and sent back to school or emailed to **admin@sullivanprimaryschool.org.uk**. Where possible, a request for absence must be made at least four weeks before the first day of absence. The school will not grant leave of absence unless there are exceptional circumstances, such as a significant family emergency or funeral. If the headteacher does not approve a request, then the pupil’s absence is 'unauthorised' and may incur a penalty.

[Please see Attendance Policy- Part B- 6.1]

Punctuality

The school day starts promptly at **8:50am** and we expect your child to be in school at that time. Registers close at **9:10am** and arrival after that time will mean the child is late. Lateness means they miss out on important routines which help get their day off to a positive start. Pupils who arrive late also disrupt lessons for others.

We encourage all parents to review our Attendance Policy and Procedures. **If getting your child to school on time is hard, please contact us immediately.**

[Please see Attendance Policy- Part B- 4]

Leave of absence for a pupil subject to a part-time timetable

Pupils are entitled to a full-time education, suitable to their age, ability and aptitude, and any special educational needs or disabilities that they may have. If, for any reason, our school is unable to provide a pupil with a full-time education due to the pupil’s needs, we will work with the pupil, parent and other agencies where appropriate, to come to a mutually convenient arrangement. Any reduced timetables will be for the shortest amount of time possible, whilst arrangements are made to support the pupil’s return to full time provision.

[Please see Attendance Policy- Part B- 6.3]

Following up Unexplained Absences

If a pupil is absent and no contact has been made with the school by the parent or carer, the school will contact parents/carers by text, email and telephone to try and establish the reason for a pupil's absence. When we establish the reason for the absence, we will mark it as authorised or unauthorised depending on the reason for the absence. If we are unable to establish the reason for absence within two school days, we will consider the absence as unauthorised.

If we are concerned about a pupil's absence and are unable to contact the parent/s, we may contact the pupil's emergency contacts and/or other professionals or contacts of the family who we reasonably expect may be able to advise us of the pupil's whereabouts

[Please see Attendance Policy- Part B- 16]

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