



## Appendix 3: Attendance Policy Quick Guide for Parents

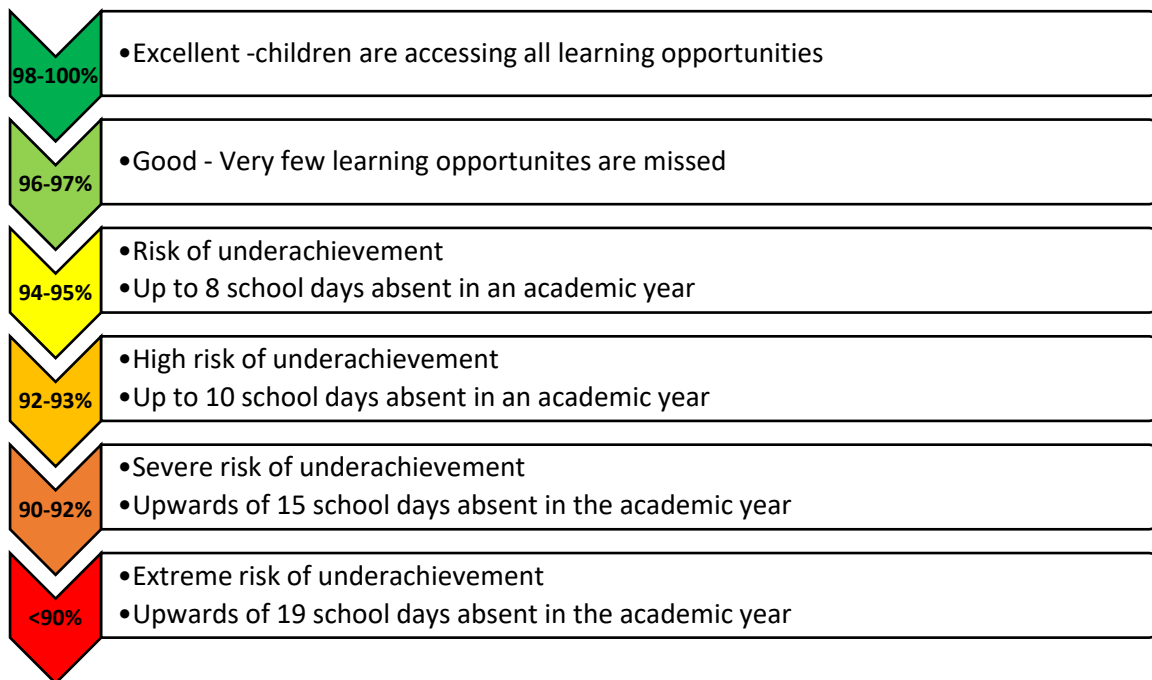
### Attendance Policy Quick Guide for Parents

For day-to-day attendance enquiries, parents should contact the school office team. If you require any other support with ensuring your child's regular school attendance, please contact either Mrs N Hall, Head Teacher, Senior Attendance Champion, or Miss K Savory, Deputy Head Teacher, Attendance Champion. 01508 570326 or email: [office@mulbartonprimary.norfolk.sch.uk](mailto:office@mulbartonprimary.norfolk.sch.uk)

**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 **8.45am**.
- 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 using the school absence telephone line: 01508 570326 or email the school office: [office@mulbartonprimary.norfolk.sch.uk](mailto:office@mulbartonprimary.norfolk.sch.uk) to let us know. In the message you must leave your child’s full name, year group and class and give the specific reason for absence. We may contact you for further information if needed. The information you give will be recorded on our official register.

Note: the only exceptions to this procedure are:

- i) When the 48 hour rule is adhered to following a bout of sickness
- ii) When a child has tested positive for covid.

Parents must call in as usual for the first day of absence for the above illnesses.

**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 at least a month in advance of the leave of absence, via: [office@mulbartonprimary.norfolk.sch.uk](mailto:office@mulbartonprimary.norfolk.sch.uk). Retrospective requests will not be considered and will result in the absence being categorised as unauthorised.

Each application will be treated individually.

## **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 class by **8.45am**.

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 and work together to achieve the best outcomes for our children.

Mrs N Hall

Headteacher.