Salhouse C of E Primary School

Executive Headteacher: Mrs Hayley Sonnex

Cheyney Avenue | Salhouse | Norwich | NR13 6RJ | 01603 720402

email: office@salhouse.norfolk.sch.uk web: www.salhouseschool.co.uk

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:

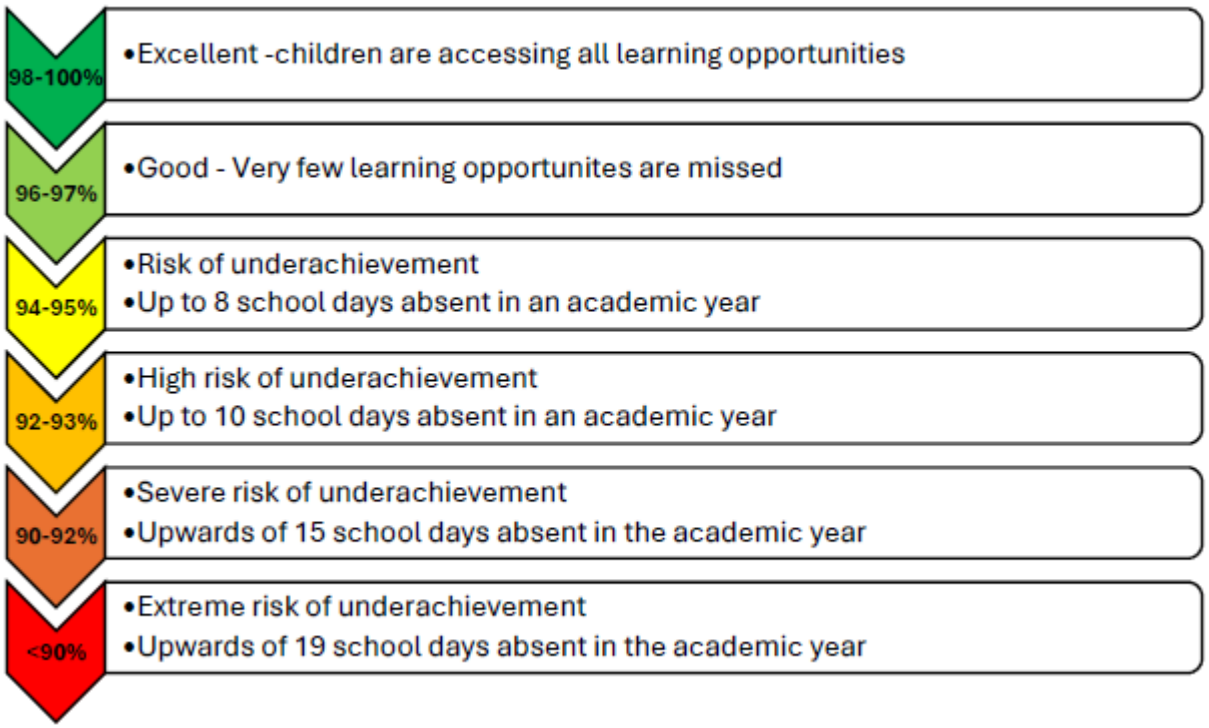
Name: **Hannah Goodall**

Email address and telephone number: office@salhouse.norfolk.sch.uk / 01603 720402

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. Registers close at **8.55 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.



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'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 ringing 01603 720402 and selecting the option to "report a pupil absent" to let us know. In the message you must leave your child's full name and 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 on our website to make these types of requests. The form should be submitted in advance of the leave of absence. You will receive a letter in response, to advise if the request has been granted or declined. Please note that unless there are exceptional circumstances requests for term time holiday will be declined.

Punctuality

Pupils are expected to arrive on time for school in the morning. The gate opens at 8.30am and closes at 8.40am when our registers open and early work begins. Your child is late to school if they are not in their classroom by 8.55 am.

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.

Senior Attendance Champion – the senior leader responsible for the strategic approach to attendance in our school	Hayley Sonnex	01603 720402
School Administrator: parents should contact about attendance on a day-to-day basis	Hannah Goodall	office@salhouse.norfolk.sch.uk 01603 720402
Pastoral Support: Who parents should contact for more detailed support on attendance.	Emily Giles	01603 720402