



Attendance Matters



Every Day Counts....





Attendance Matters



Dear Parents and Carers,

We are working hard to improve attendance and punctuality as poor attendance and punctuality affect children's personal, social and academic skills.

We want to make sure that it is everyone's responsibility to encourage good attendance.

We will be keeping you much more informed about attendance and in this leaflet you will find:

- Key information about key timings, processes and procedures.
- Information about our attendance team
- Information about our current incentive to promote good attendance

We would also like to say a big welcome to, Alysha Mitchell, our full time attendance officer, who knows our school and families very well and is well qualified to support us all.

Emma Lardley *C. Collins*

The Attendance Team

Class Teachers

Their job it is to check on in children if they have been off or are developing an attendance or punctuation issue.

Carol Collins - co headteacher

They have a legal responsibility to ensure that children attend school.

Emma Eardley - co headteacher

They have a legal responsibility to ensure that children attend school.

Alysha Mitchell

Our dedicated full time attendance officer who will be keeping informed about your child's attendance and work with you to overcome problems

Sam Butler

Our assistant head who focuses on attendance of vulnerable groups such as children with SEND or Free School meal children

Caitriona Bulley

Our Educational Welfare Officer who works to support families with chronic attendance issues that may require legal action.

Nicky Mills

One of our TKAT ACE (A champion for every child) members of staff

Lindsay Bunce

One of our TKAT ACE (A champion for every child) members of staff

Ann Volpato

One of our friendly office staff who you can email about your child's absence

Zelia Hodgson

One of our friendly office staff who you can email about your child's absence

Emma Davey

Our office manager

School timings

- **Gates open at 8.35 am**
- **Gates close at 8.50 am**
- **Register is taken and closed at 8.50 am**
- **Between 8.50 am and 9.20 am marked as late.**
- **9.20 onwards you will be marked as Unauthorised Absence for that session.**

Please Check NHS <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/> for guidance

If your child is too unwell to attend school, it is the responsibility of their parent/carer to contact the school office every morning, the child is not at school.

This can be done by:

Phone: 01293 533198

Email: office@seymour-tkat.org

Medical appointments- if your child has a medical appointment please let the office know well in advance preferably via email. If you cannot email please call us via phone or call in personally. We may request to see letters for medical appointments.

Medical evidence: if your child's attendance drops below 90% documentation will be required to authorise any absence due to illness
This can be:

- Doctors note
- Hospital letter
- Appointment card
- Copy of prescription
- Packaging from prescribed medication.

Leave of Absence During Term Time Request

If for any reason you require leave of absence during school term time. An Absence Request form must be completed at least 1 month before absence is requested. This form is available online or can be requested school Office. When completed returned to the School Office

If you are unsure or would like to talk to someone please come into the office and speak to us. We are more than happy to help, answer any questions wherever we can.