

If your child is absent from school due to:

Illness:

Please contact the school office before 9AM on the first day of your child's absence, informing the staff of the reason for the absence.

Repeat this for every day your child is absent, unless school have agreed that daily phone calls are not needed.

If we have not heard from home, we will call the contact numbers on our system in priority order.

If we have had no contact for 3 days, we will make a home visit for safeguarding purposes.

Medical Appointments

Where possible appointments should be made for outside of school hours. If this is unavoidable, please provide evidence of the appointment for the office to take a copy.

Planned Absence

Please complete a Leave of Absence form from the school office **before** the leave, complete and return.

Punctuality is important!

Being in school on time every day will give your child the best chance to achieve their full potential.

Gates open at:

08:50am and close at 09:00am by which time ALL children are expected to be in school ready to learn.

Over one academic year



Being 5 minutes late every day equates to 3 days of lost learning in a school year!

If you have any questions or require support regarding your child's attendance, please come in and talk to us.

01527883880

An Attendance Guide For Parents and Carers



Tel: 01527 883880

Email: office@matchborough.worcs.sch.uk

**MOMENTS
MATTER,
ATTENDANCE
COUNTS.**

Reasons for Absence

- >Genuine illness that results in unavoidable absence.
- >Religious Observance.
- >Close Family Bereavement.

Unauthorised Absences

- >Having a birthday.
- >Oversleeping.
- >Shopping.
- >Sibling is ill.

We understand children become ill at times. A headache, sore throat or cough on their own are not a reason to stay at home.

Please see link below for NHS advice.

[Is my child too ill for school? - NHS \(www.nhs.uk\)](http://www.nhs.uk)

Why is attendance so important?

Being in school is important to your child's academic achievement, wellbeing, and wider development.

Being in school on a regular basis enables your child to develop the essential skills to build friendships, problem solve and achieve a sense of worth and well-being.

Regular attendance helps your child to feel safe.

Ways in which to support regular attendance.

- >Ensure your child has a good bedtime routine.
- >A good morning routine will help provide a calm start to the day.
- >Talk positively about school to your child.
- >Set expectations of regular attendance from Day 1.
- >Only keep your child at home if they are genuinely too ill for school.

Attendance Ladder

How close is your child to 100%?

0 Days off school	100%	perfection!
Equates to 2 days off school each year	99%	EXcellent!
Equates to 5 days off school each year	97%	Good
Equates to 10 days off school each year	95%	Slight Concern
Equates to 20 days off school each year	90%	Concerned

**MOMENTS
MATTER,
ATTENDANCE
COUNTS.**