



# Attendance Newsletter



**\*If you arrive after 8:55am you will need to go to the school office to sign and provide a reason why you are late.**

**\*Please call the school office on 01922 721359 by 9:30am if your child is not coming to school.**

**\*Please call each day your child is absent.**

**\*Please provide evidence of any appointments you attend during school hours. Please note: These should not be routine appointments.**

**\*Please bring in any medication that has been prescribed to your child, if it stops them from coming to school.**

**\*Holidays should NOT be booked during term time.**

**\*You will receive a fine from the local authority if you take your child out of school during term time. There will be no exceptions.**

Dear Parents,

We encourage all our children here at Caldmore Primary Academy to have **great punctuality and great attendance.**

Regular attendance to school brings great benefits to pupils, families, schools and local communities as a whole. With regular attendance, children can get maximum benefits from education.

This time of year, we appreciate many children have coughs and colds, but **well done to those for persevering and bringing them to school! We really appreciate it.**

If your child is unwell and has a GP appointment, or if they have been prescribed medication or antibiotics, please send a picture showing the child's name and the date they were prescribed to:

**CPApostbox@atrust.org.uk**

By sending us a photograph, or showing proof of appointments and medication to the school office, we are able to authorise absences.

## 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

Please note: **Children can still attend school whilst taking antibiotics.** We are able to administer the medication if they need to take it four times per day. Please contact the school office for further information.

**As an academy, we have achieved 96% attendance this term!** We would like to thank parents for supporting us and working with us to improve attendance this year!

If you have **any concerns** regarding your child's attendance, **please contact Mrs D Rai or Mrs J Phillips by calling the school office.**

If you talk to us, we will try our best to help!



Punctuality is a skill for life and we encourage parents to model this skill by ensuring your child is on time.

**School gates open at 8:40am-8:55am.**

Children should be seated in their classrooms at 8:55am for registration. Gates are locked at 8:55am and late pupils will need to go to the school office to sign their child in if they arrive after this time, and will need to provide a reason.

The number of minutes your child is late will be recorded.

School gates open 3:05pm for collection of children.

**Reception, Years 1 & 2 finish at 3:10pm.**

**Years 3, 4, 5 & 6 finish at 3:20pm.**

Please drop off and collect children **on time**. Sustained lateness and absences may result in an education welfare officer, employed by the council, visiting homes.

**Appointments**

It is not unreasonable to ask parents to make GP/Optician and dentist appointments outside of school hours.

If it is unavoidable, pupils are required to attend school before and after, to reduce learning that will be missed.

**Weather**

We live in a country where weather is unpredictable and cold. Please ensure your child is wearing appropriate clothing dependant on weather i.e Suncream, waterproof coats, warm clothing. Unless school is closed, ***weather conditions are not a reason for a child to be absent from school.***

**Tiredness**

If your child is tired, please support at home and encourage them to go to sleep earlier!

**Tiredness is not a reason for a child to be absent from school.**

*Children may say they are unwell but could avoid school due to friendships or learning.*

**Please talk to your child and if you have concerns, please talk to staff.**



Break up -

Friday 22nd December

Return to school -

Tuesday 9th January



CPA-postbox@attrust.org.uk



01922 721359



caldmore.attrust.org.uk



@CaldmoreAcademy

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Autumn 2023



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