

Highbury Primary School and Nursery

'Valued as Individuals, Inspired and Nurtured as Learners'



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Attendance Letters

As part of our attendance procedures, we must send a letter to you to inform you of your child's attendance once it goes below a certain level.

A **Medical 1** attendance letter is issued should your child be off for 10 sessions (5days). Each day has a morning and afternoon session.

Should your child's attendance continue to fall a further **Medical 2** letter will be sent out. This means that your child has been absent for 14 sessions or more (7 days or more).

If your child's attendance drops below 90%, they will be classed as a persistent absentee.

In most cases, there is always a reason for missed learning and we generally do not ask for medical evidence however once you receive a medical 2 letter, we do ask for medical evidence. In order to help support the authorisation of absences after the Med 2 has been issued a home visit may be undertaken by our pastoral team.

Medical evidence may be in the form of an appointment card, note from the medical practitioner's reception, copy of prescription, copy of any medication given etc. This is **NOT** generally a doctor's certificate.

Our pastoral team may invite you to an informal meeting to look at ways the school can support you and your child with attendance.

The letters do seem very formal and that is because we must use Portsmouth City Council's attendance letters.

We do understand that children become unwell and your child's illness may have an exclusion period to adhere to however we still need to follow procedures even if they are only off for a few days. Everyday counts.

Punctuality

It is important that children are in school as much as possible. Being late/collected early can impact a child's education. Registers are taken at 8:40am, children should arrive from 8:25am and be ready for the registers at 8:40am. Arrival after 8:40am will incur a late mark. A message will be sent to parents on Studybugs should a child arrived after 8:40am.

If you need any advice or support concerning your child's attendance, please contact the pastoral team at school. We are here to work in partnership with you.

Many thanks

Highbury Attendance Team

Proud to be part of the UNIVERSITY OF CHICHESTER ACADEMY TRUST

**MOMENTS
MATTER,
ATTENDANCE
COUNTS.**