Our Attendance Guide for Families

Working Together So Every Child Can Thrive







Welcome

At Fountains Primary School we want every child to enjoy school, feel safe and achieve their very best.

Coming to school every day helps children learn, make friends, build confidence and be part of our school community.

We know that sometimes children cannot come to school because they are unwell or because something important has happened. When this happens, we are here to help.

This promise explains what we will do, what families can do, and how we can work together to support good attendance.

Why Attendance Matters

Every school day counts. When children attend school regularly, they:

- Learn more and make better progress.
- Build strong friendships.
- Feel part of their class and school community.
- Develop confidence and independence.
- Enjoy all the opportunities school has to offer.

Missing school can make it harder to keep up with learning and can affect friendships and wellbeing.

Our Commitment to Children and Families

We will:

- Make school a welcoming and safe place.
- Help children enjoy learning and feel they belong.
- Celebrate and encourage good attendance.
- Listen if a child or family is finding attendance difficult.
- Work together with families to understand any worries or barriers.
- Keep families informed about attendance.
- Contact families if we are worried about a child's attendance.
- Offer support before problems become bigger.
- Treat every family with kindness, respect and understanding.

What we ask families to do

We ask parents and carers to:

- Help children attend school every day whenever possible.
- Make sure children arrive on time and ready to learn.
- Tell us as soon as possible if their child cannot attend school.
- Keep us updated if an absence lasts more than one day.
- Avoid booking holidays during term time.
- Let us know if something is making it difficult for their child to attend school.
- Work with us to find solutions when attendance becomes a concern.

What We Ask Children To Do

We ask children to:

- Come to school every day whenever they can.
- Arrive on time.
- Try their best in lessons.
- Tell a trusted adult if something is making school difficult.
- Be proud of their attendance and learning.

If Your Child Is Absent

If your child cannot attend school:

1. Please contact the school before [time].
2. Tell us why they are absent.
3. Let us know when you expect them to return.
4. Keep us updated if the absence continues.

If we do not hear from you, we will contact you to make sure your child is safe and well, by telephone, text, email or home visit.

Commented [CT1]: Please can we add after 'your child is safe and well' "by telephone, text, email or home visit"

Long Term Medical Conditions

Where children will be off school for a prolonged period, school will endeavour to remain in communication with families to offer support and as part of our commitment to safeguard all children on the school roll. This may include home visits or Teams calls

Medical Appointments

Whenever possible, please arrange appointments outside school hours.

If an appointment must happen during the school day, we ask children to attend school before or after the appointment whenever they can.

Holidays During Term Time

School holidays provide plenty of time for family holidays and trips.

We ask families not to take holidays during term time because children can miss important learning and experiences.

Requests for leave during term time should be made in writing to the Headteacher.

When Attendance Starts to Drop

Sometimes attendance becomes a concern. If this happens, we will:

Step 1: Talk Together

We will contact you to discuss any concerns and see how we can help.

Step 2: Offer Support

We may:

- Arrange a meeting.
- Create an attendance support plan.
- Offer pastoral support.
- Signpost other services that may help.

Step 3: Review Progress

We will continue to work with you and celebrate improvements. Our aim is always to support children and families first.

When We May Need To Take Further Action

If attendance does not improve and support has not been successful, schools have a legal duty to follow attendance guidance. This may include involving the Local Authority, who may consider further action. We will always explain this clearly and work with families wherever possible.

Attendance Goals

Our school attendance target is:

95%

Attendance below 90% is considered persistent absence and can have a significant impact on learning. If attendance falls below this level, we will work closely with families to provide extra support.

Together We Can Make Every Day Count

By working together, we can help every child:

- Feel happy and safe.
- Enjoy learning.
- Build strong friendships.
- Achieve their best.

Thank you for being part of our school community.



