

Attendance & Punctuality Matters

Pupils who are punctual make the best possible start to the day and don't miss out on important information at the start of lessons.

Pupils who have full attendance are less likely to have gaps in their learning and so make excellent and rapid progress. 90% attendance may sound good but actually equates to a day off every two weeks!

We work with families to aim for all pupils to have attendance above 97%

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Help and Support

It is the parent or carers' responsibility to ensure their child attends school regularly and punctually.

We understand that at times it can be difficult for legitimate reasons to ensure your child is punctual and attending school regularly. Please contact the school promptly should you require any help or support with attendance or punctuality issues. We can advise on a range of issues.

Please contact us sooner rather than later so we can prevent small issues becoming big problems.

Attendance Hotline

If you know your child is going to be late or absent for any reason please call the school on **0203 956 5888**.

When you leave your message:
Please speak slowly and clearly and leave the following :-

- Your child's full name
- Your child's class
- The specific reason for their absence

Attendance & Punctuality Matters

Attendance and punctuality are important. Children who attend school regularly and on time make rapid and sustained progress.

Our attendance and punctuality targets are deliberately set to be aspirational and challenging because we want to promote excellent attendance and punctuality habits for all pupils.

The information contained in this leaflet will help you ensure that your child has excellent punctuality and attendance.



Riverside Primary School

Good Habits

- Develop a routine with your child to get to school on time
- Help your child get everything ready for school the night before i.e uniform, PE kit, reading bag, etc.
- Leave in good time in case traffic is busy or the bus is running late
- Always provide the school with contact numbers so that we can get in touch with you in an emergency
- Remember to update the school with new mobile or landline numbers. This is important for your child's welfare
- Have a back-up plan and arrange for a friend/relative to take your child to school if you or a sibling is unwell. It's not fair to prevent a well-child from learning
- Always inform the school of your child's absence
- Put the school attendance line number on quick dial on your mobile phone

What to do if your child is sick

If your child has sickness or diarrhoea you should not bring them to school for a period of 24 hours once they have recovered. This is to ensure the wellbeing of the whole school community

Term Time Holidays

From September 2013 a new government directive instructs head teachers that they may not authorise term time holiday for pupils.

Religious Holidays

Parents whose children are absent due to religious reasons, should notify the school by letter before the due date, only then will the absence be authorised.

First Day Calling

If your child is absent and we have not received prior notification we will call you to confirm the reason for absence. This ensures that the whereabouts of your child are known to both school and parents/carers.

Punctuality

Parents and carers of those pupils who are regularly late will be contacted and advised to improve their punctuality. If after discussions and support from the school there is no improvement in the child getting to school on time then a referral will be made to the attendance officer.