Attendance Information for Parents and Carers

Bridge Farm Primary

At Bridge Farm, we want and expect our pupils to attend school every day, unless they are really not well enough to.

We believe children who attend regularly are more likely to feel settled in school, maintain friendships, keep up with their learning and gain the greatest benefit from their education.

Attending on time every day also helps pupils form good habits which can stay with them throughout their education and on into the workplace.

Support for your child in school

Please remember we are here to help in any way we can. If you have any concerns about your child that you wish to discuss with us, please do get in touch.

You can contact us by calling 01179030420 or email enquiries@bridgefarmschool.org.uk

Arriving at school on time

Arriving at school on time is not only essential for the pupil's own learning, it encourages habits of good timekeeping and lessens any classroom disruption. Late arrival means pupils risk missing important information which can seriously disadvantage them.

Pupils can arrive from 8.30am (7.30am if they attend breakfast club).

- All pupils are expected to arrive at school in good time for the start of the school day at 8.45am.
- If a pupil arrives after 8.45am (8.50am for EYFS) they will be marked in the register as late.

Staff may ask to meet with parents/carers of pupils who regularly arrive late to discuss reasons for lateness and explore solutions.

Illness

Pupils should attend school on every day the school is open unless they are really not well enough to.

Minor ailments should not be a reason for staying at home. If your child attends school when feeling slightly under the weather, do let a member of staff know and we will monitor them and contact you if we think they need to go home. If you aren't sure whether or not to send your child to school, please contact us as a soon as possible and we will be happy to advise.

If your child is too ill to attend, you must notify the school before 9am on the first day of absence. If your child is ill for more than one day, you will need to notify the school on each morning of the absence, unless otherwise agreed.

To report an absence, contact the school offices via phone call. Please clearly explain the symptoms your child has, when the symptoms started, and when you expect your child to be well enough to return to school.

By law, schools must record all pupil absences and whether the absence is authorised or unauthorised.

Medical/dental appointments

Please try to avoid medical and dental appointments in school time. If this is unavoidable, arrange appointments so the minimum school time is lost. Unless it is an emergency appointment, parents/carers are expected to let the school know about the appointment in advance, with evidence of the appointment.

Unexplained absences

The school will follow up any pupil absences where the parent/carer has not contacted us to explain why, or where we are unclear about the reason for absence.

If you fail to notify us of the reason for your child's absence, it will be recorded as unauthorised.

Where the school has cause for concern about the reason for a pupil's absence, staff may seek additional information or evidence from parents/carers, and/or make a home visit to verify the reason.

Unauthorised absences may result in a penalty notice or prosecution.

Important reminder about term-time leave

Attending school every day helps children and young people maximise their learning and enjoy the benefits of their education. It really does make a difference.

For that reason, the school will not authorise any leave of absence in term time, unless satisfied the reason is exceptional.

We ask parents and carers to request permission in advance, and only if absolutely necessary. Any requests should be put in writing via the appropriate form (available from the school office) and wherever possible with at least four weeks' notice. The parent or carer who the child normally lives with should make the application.

Parents/carers are reminded that unauthorised term-time leave may result in a penalty notice or prosecution.

Further information:

If you have any questions about the information provided, or any other attendance related questions, please contact the school who will direct your query to the appropriate person.

Our full school attendance policy can be found here.
http://bridgefarmschool.org.uk/wp-content/uploads/2024/09/BFP-Futura-Attendance-Policy-Sep-24.pdf