



ATTENDANCE MATTERS

Information for Parents and Carers

Together We Achieve

Brighter Futures Start Here

Every Day Counts

Dear Parents/Carers,

As we begin a brand-new school year, I would like to extend a warm welcome to all of our families, both returning and new. We are excited about the opportunities this year holds for your child's academic and personal growth.

One of the most important ways you can support your child's success is by ensuring they attend school every day and arrive on time. Regular attendance provides the foundation for learning, helps children stay on track with lessons, build strong relationships with staff and peers, and develop a sense of responsibility and commitment.

Missing even a few days can make it harder for children to keep up with learning, take part in important discussions, and build the skills they need to succeed. **Every day really does count.**

Attendance at a Glance

0 days off each year	100%	Perfection, great achievement
4 school days off each year	98%	Impressive
7 school days off each year	96%	Nearly there
9 school days off each year	95%	Can be improved You may receive a letter from the Welfare Officer
11 school days off each year	94%	Needs improving Expect a phone call from the Welfare Officer
20 school days off each year	90%	Serious concerns Classed as persistent absenteeism. You will be invited to a meeting with the Welfare Officer
30 school days off each year	85%	Risk of prosecution You will be invited to a meeting with the Welfare Officer and Headteacher
38 school days off each year	80%	

Attend Today
Achieve Tomorrow

Reporting an Absence



We understand that illness and emergencies can sometimes make absence unavoidable. If this happens, please contact the school as soon as possible.

You can report an absence by calling the school office and speaking to a member of the office staff, or by leaving a voicemail out of hours.

Infants: 01264 352151
Juniors: 01264 394777



You can also email:

Infants: adminoffice@knightsenham-inf.hants.sch.uk
Juniors: adminoffice@knightsenham-jun.hants.sch.uk

Please make sure you give the reason for the absence, along with your child's name and class.

Keep Track with Arbor



Arbor

Parents and carers can also use Arbor to view and monitor their child's attendance throughout the year. Arbor allows you to keep an ongoing record of attendance, check patterns, and stay informed so that any concerns can be identified early.

Registration Process



08:45

Classroom doors open and the school day begins.



09:00

Classroom doors close and the register is taken.

Children arriving after this time must go through the school office and will receive a late mark on their attendance record.



09:30

Children arriving after this time will be marked with a 'U' code: late after the register has closed. This is an unauthorised mark.

On Time
Ready to Learn



Our Attendance Procedures

- ✓ A child not attending school is treated as a safeguarding matter, which is why we always need to know the reason for any absence.
- ✓ It is the responsibility of parents and carers to contact the school as soon as possible on every day of absence by telephone or email. A voicemail is acceptable. Messages should not be passed on through siblings or family friends.
- ✓ If we are not informed of a child's absence by 9:30am, we will telephone, text and email parents/carers and other listed contacts until we have established the child's whereabouts.
- ✓ If we have not located the child by 10:00am, a home visit will be arranged. We will send a text and email to let you know that a home visit will be made.
- ✓ If the child is not seen and contact has not been established with any named contacts within 24 hours, the DSL will be notified and the local authority will be contacted to help establish the child's whereabouts.



Let's work together to make this year a successful and enriching one for your child. Thank you for supporting your child's education by making school attendance a priority. If you require any support with your child's attendance, or if you have any concerns, please contact our Welfare Officer.

Yours sincerely

Mr Daniel Whitehouse
Executive Headteacher

Stronger Together
for Brighter Futures

www.knightsenhamfederation.co.uk

KINDNESS
RESPECT

ASPIRATION
OPPORTUNITY

COMMUNITY
BELONGING