



## Why is attendance and punctuality important?

At Edale Rise, our Take Care ethos sits at the heart of our approach to attendance. We care about your child attending school because we know that **good attendance and good punctuality benefits children in terms of their emotional, social and academic development.**

It is the government's expectation that **children are in school every day** except when they are too ill. Children should arrive every day **by 8:40am.**

We will do all we can to **support families** to help their child to have good attendance and punctuality. This starts with **close and productive relationships with parents and pupils.**

## How will school support you with attendance?

Your child's class teacher or teaching assistant will be there to greet your child at the door every morning. If you have any concerns with regards to your child's attendance you can raise it with the teacher or teaching assistant.

You can also request to speak to a member of the school attendance team by visiting the office, calling 0115 9150189 or emailing [admin@edale-rise.nottingham.sch.uk](mailto:admin@edale-rise.nottingham.sch.uk)

The attendance team are:

DM Crosby – Headteacher / Attendance Lead	Tom Buckmaster – Attendance Officer
Zoe Pieniazek – Family and Community Coordinator	Kirsty Bradley – Deputy Headteacher / Lead DSL

## How does school promote good attendance?

Good attendance is rewarded in a variety of ways at Edale Rise, using a mixture of individual, class and whole school incentives.

- Ongoing praise and acknowledgement from all staff for those with good or improved attendance
- Sharing weekly attendance for each class, with parents and children via assemblies and attendance boards
- Rewards, incentives and competitions across school for best / most improved attendance

## How does school monitor my child's attendance?

Attendance data for every child is analysed every week by the attendance team. Where a concern is beginning to emerge, parents/carers will be contacted immediately by phone or letter and, if necessary, a meeting will be requested. This is to ensure support is put in place as soon as possible to prevent attendance becoming an issue.

## How can I request a leave of absence?

Parents/carers can request a leave of **absence by visiting the office and asking to meet with the Attendance Officer.** All schools are expected to restrict leaves of absence to the specific circumstances.

These circumstances are:

- Taking part in a **regulated performance or employment** abroad
- **Attending an interview:** for entry into another educational institution
- **A temporary, time-limited part-time timetable:** where the pupil is of compulsory school age, both the parent who the pupil normally lives with and school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons
- **Exceptional circumstances:** all schools can grant a leave of absence for other exceptional circumstances at their discretion. It must be requested in advance by a parent who the pupil normally lives with.

**The DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.**