

ATTENDANCE



IN SCHOOL, EVERY DAY, ON TIME!

School starts at 8:40 am. School gates open at 8:30 am.

Breakfast club opens at 8:00 am – FREE breakfast every day.

Welcome back

Thank you to all our parents and carers for helping your children come to school every day and take part in their learning.

At Evergreen, we want every child to be in school every day unless they are too unwell to attend.

Being in school every day helps children to:

- Learn new things
- Make friends
- Feel happy and confident
- Do their best

Coming to school on time is important too. It helps children start the day calmly and be ready to learn.

Thank you for working with us to give your child the best start in life. We look forward to another great year together.

Arriving at school on time

Arriving at school on time is essential for your child's learning. Good punctuality helps pupils develop positive habits, ensures they are ready to learn, and reduces disruption to teaching and learning. Arriving late can result in pupils missing important information and learning opportunities at the start of the day. Regular attendance and punctuality support pupils to achieve their full potential and establish positive routines for the future.



Illness

Children should attend school every day that the academy is open unless they are genuinely too unwell to do so.

Minor illnesses, such as a mild cold, sore throat, toothache, are not usually a reason to stay at home. If your child is feeling slightly under the weather, please send them to school and let a member of staff know. We will monitor them throughout the day and contact you if we feel they need to go home.

If your child is too unwell to attend school, you must notify the academy by **8:40am** on the first day of absence.

If the illness continues for more than one day, you should contact the academy each morning of the absence unless an alternative arrangement has been agreed.

To report an absence, please call **0117 377 3085** and speak to a member of staff or leave a message.

When reporting an illness, please provide:

- Your child's name and class
- Details of their symptoms
- When the symptoms started
- When you expect them to be well enough to return to school

By law, schools are required to record all pupil absences and determine whether they are authorised or unauthorised.

Working together to ensure good attendance helps children achieve their best and make the most of every learning opportunity.

