

# NEWLYN SCHOOL

Headteacher : Mrs I Stephens

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Newlyn School  
Carne Road  
Newlyn  
TR18 5QA

Date: 06/11/2020

Dear Parents,

## Student Absence During Term Time

At Newlyn School we are keen to ensure that no child misses learning following periods of absence from school and we recognise how the parent/school partnership is essential in achieving this. Good attendance is crucial for success in school and for your child to achieve their potential.

In March 2020 when schools were first notified that they must close due to COVID 19, the regulations were disapplied to ensure that no parent would be penalised for their child's non-attendance at school. However, the circumstances have now changed and the DfE regulations have been reapplied. The expectation is that all children will return to school in Autumn 2020 and during the November nationwide lockdown with the legal responsibility falling to parents to ensure that their children attend.

## Informing the school of absence

If a child has a genuine reason to be absent from school, parents or carers must:

- telephone the school on **each day of absence**, stating the reason for absence (preferably before 9am) on **01736 363509 opt 1**
- **provide evidence in the form of medical appointment cards, online emails, prescriptions or referral letters should they be required.**

If a child is absent from school we will:

- contact parents/carers on the first day of absence, in the unlikely event we have not heard from them
- invite parents/carers to discuss strategies and support plan for improvement if there is a pattern of poor attendance without genuine reason or regular contact from parent/carer.

In the case of lack of contact from parents/carers and consistent absence we would consider this a safeguarding matter as we feel a child may be at risk of harm if they do not attend school regularly. To ensure safety, we may conduct house visits if there is any cause for concern and we have not been in contact with parents/carers.

## Punctuality

School opens from **8.30 am** onwards and starts promptly at **9.00 am**. This is an important registration point that allows us to ensure all children who should be in school are present and accounted for.

If you have any questions, or wish to contact us for any support regarding attendance, please do not hesitate to get in touch.

Kind regards

Mrs Stephens & Mr Moore