
Bury St Edmunds All-Through Trust - Tollgate Campus

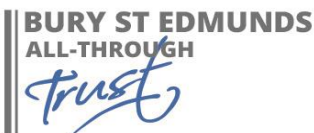
Tollgate Lane Bury St Edmunds Suffolk IP32 6DG

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Website burytrust.org/tollgate

Headteacher: Mrs Claire Bates
Inspire, Create and Discover Together

Email tollgate@burytrust.org



8th October, 2018

Dear Parents and Carers

School Attendance Policy

As your child's parent/carer you have a legal responsibility to ensure your child attends school. The teachers at the school work hard to plan engaging lessons every day in order to help your child to learn and make progress. Any absence or continual lateness to school affects the pattern of your child's schooling.

We have rewritten our school attendance policy to highlight the importance of excellent attendance at school. We praise both classes and individuals for attending school and encourage outstanding attendance and punctuality at school as a continual skill for life.

We will now be asking for specific reasons for your child's lateness or absence and until I am satisfied the child is absent from school for a legitimate reason I will not be authorising the absence. A penalty notice will be issued if your child has a minimum of 4 school days (8 sessions) lost to unauthorised absence.

The classroom doors close at 9am and the register is taken. If your child gets to school between 9.00am and 9.05am they will be marked as late. If your child arrives at school after 9.05am then this will be classed as 1 unauthorised session.

We do recognise the challenges that some families face and the pressures of parenting, however we do offer support and guidance to you in a variety of different ways. Please contact us if you would like some support in order for us to work together to improve attendance at Tollgate School.

Please find attached some step by step flowcharts regarding absence and punctuality and a leaflet which provides an overview of key points in the policy.

If you wish to read a copy of the policy it can be found on our website or a paper copy can be obtained from the school office.

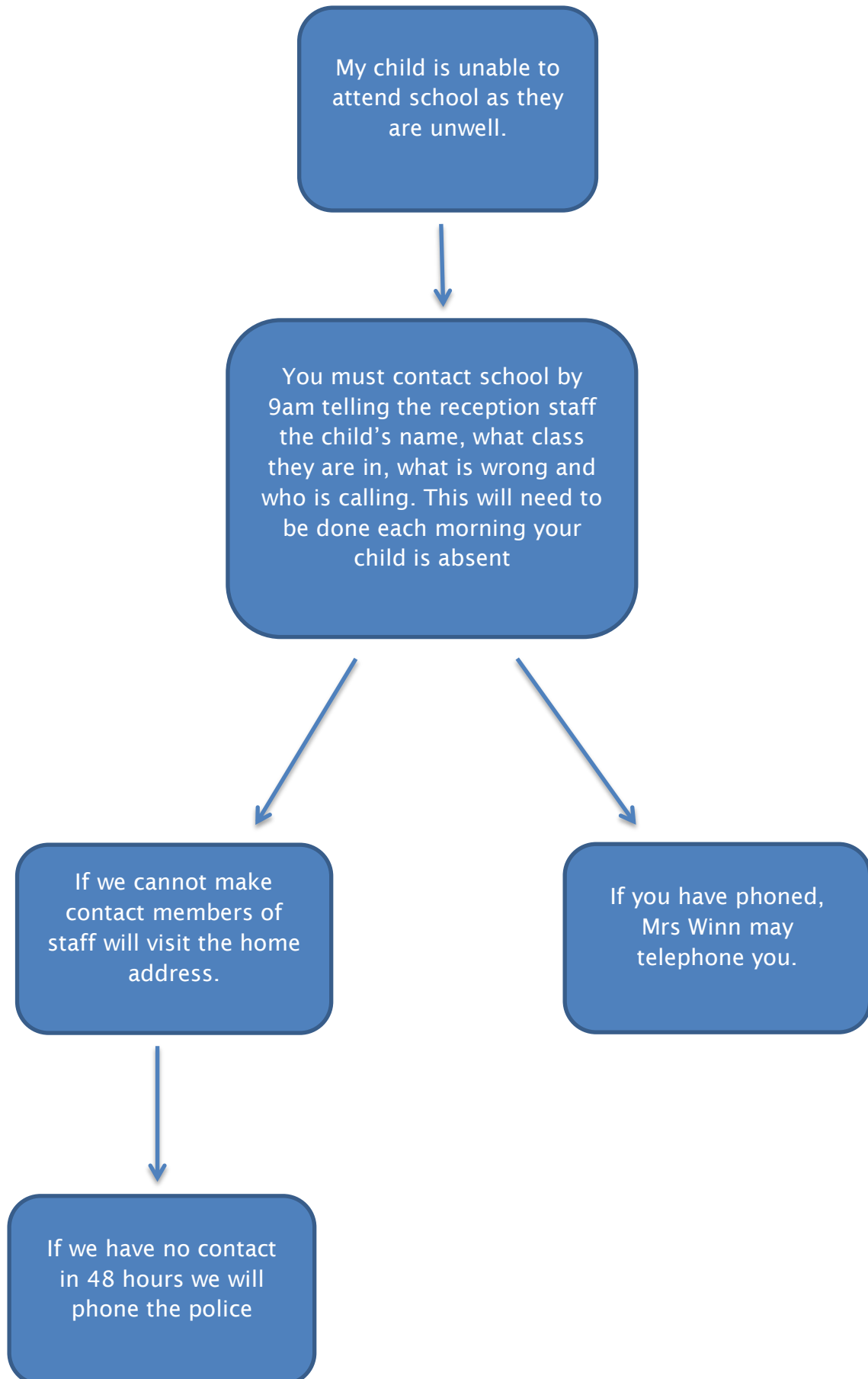
If you have any questions or queries please feel free to speak to me.

Yours sincerely

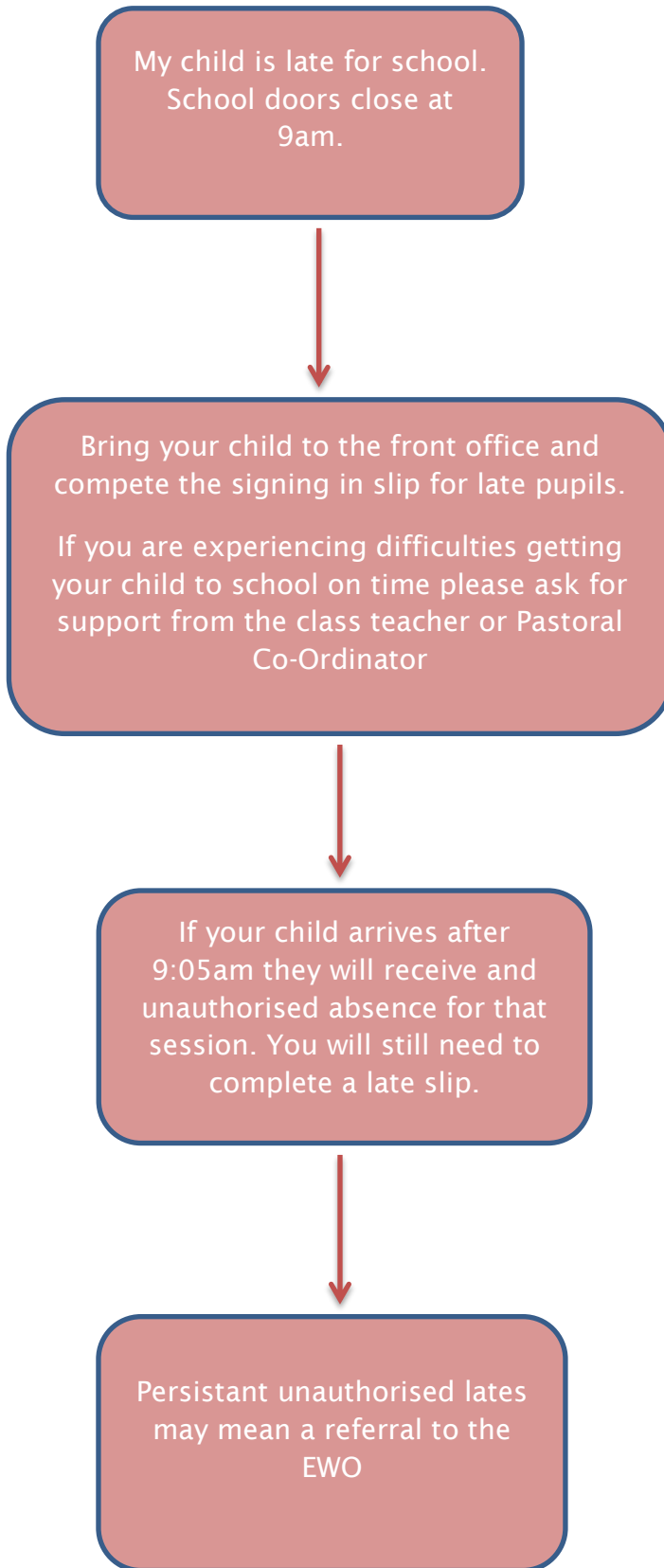
A handwritten signature in blue ink that reads 'CBates'.

Mrs Claire Bates
Headteacher

Absence Flowchart



Punctuality flowchart





Not In Miss Out

We are keen to continue to improve the attendance record at Tollgate Primary.

NIMO stands for 'Not In Miss Out' and the children are taught that everyday counts.

The weekly NIMO award is given to the class with the best attendance that week.

Each half term a prize is given to the class with the highest attendance.

School Attendance Matters

Any absence affects the pattern of a child's schooling and regular absence will seriously affect not only their learning but also their relationships with peers.

Thank you for all your support and communication regarding attendance matters. Keeping us informed about your child and any absences they may have helps us fulfill our duty of care, ensure that all children are safe and they are in school and learning as much as possible.

If you'd like to discuss your child's attendance please ask to speak to Mrs. Kelly Winn, Pastoral Support Coordinator, Tollgate Primary.

01284 752742

Attendance facts for Parents



Attendance Facts

Under 8 sessions missed	Best chance of success	Your child is taking full advantage of every learning opportunity
Up to 20 sessions missed	At least 2 weeks of learning missed	Your child will have to spend time catching up with work
40 sessions missed	At least 4 weeks of learning missed	Your child will be at risk of underachieving and will need extra support from you to catch up with work
50 sessions missed	At least 5 1/2 weeks of learning missed	Your child's poor attendance has a significant impact on learning.
OVER 50 sessions missed	At least 7 1/2 weeks of learning missed.	Your child is missing out on a broad and balanced education. You are at risk of prosecution.

If your child's no attendance falls to 10 session you will receive a letter and a follow up call from Mrs Winn. Pastoral Co-ordinator.

Working together

The foundation for good attendance is a strong partnership between the school, parents/carers and the child.

What time do I need to be at school?

- ◊ The doors open at 8:45am.
- ◊ Register is called promptly at 9am.

What do I do if its after 9am?

You must take your child to the main office and complete a late slip

What do I do if my child is unwell?

You need to contact the school by 9am. each day your child is absent. You can call, email or verbally tell a member of staff.

Contact details

Phone number: 01284 752742

Email: tollgate@burytrust.org

I'm finding it difficult getting my child to school.

If you experience any difficulties regarding your child's attendance please come in and see Mrs Winn. (Pastoral Support Co-ordinator), the class teacher or one of the office staff so that we can work together to find a solution or arrange suitable support.

My child has an appointment.

Routine doctors and dental appointments should be made outside of the school day wherever possible.

Top Tips

To help children and carers make going to school easier

- ◊ Help them to get their school bag packed a the night before.
- ◊ Make sure that their uniform is ready, especially after the weekend or holidays.
- ◊ Get them to bed at a sensible time so they have a good nights sleep.
- ◊ Set the alarm clock early enough to allow plenty of time to get ready properly.
- ◊ Make sure they have a good breakfast.
- ◊ Set off to school early enough so they wont be late; punctuality is important.
- ◊ Check to make sure they have everything—any letters that need returning, PE kit, homework, reading book , playtime snack for children in year 3 and 4.
- ◊ Talk to the teacher if you have any concern about your child's work.
- ◊ Take an interest in your child's school day; ask them questions