

Dear parents/carers,

At Compass School we firmly believe that regular school attendance is essential for the educational progress and overall wellbeing of our pupils. We hope that this letter helps you to keep in mind the key aspects of our attendance policy which can be found here <https://www.compass-school.co.uk/page/?title=Attendance&pid=71>

### **Why regular attendance matters**

Consistent school attendance allows your child to:

- › Fully engage in learning and make academic progress
- › Develop critical social skills by interacting with their friends and teachers
- › Grow in confidence in a supportive and nurturing school environment
- › Build a sense of routine and responsibility, essential for future success

### **Attendance support**

We understand that some pupils may face challenges that impact their attendance. Our school's attendance team is here to provide support and guidance to pupils and families in such situations. If you encounter any difficulties related to attendance, please do contact Gemma Allan (Attendance Officer) in the first instance.

Contact details: [attendance@compass-school.net](mailto:attendance@compass-school.net) or 07500 782165

### **Acceptable reasons for absence**

We recognise that there are circumstances where a pupil's absence can't be avoided.

Acceptable reasons for being absent from school include:

- › **Illness:** when your child is unwell, either physically or mentally, and unable to attend school
- › **Medical appointments:** if your child has a medical appointment that cannot be scheduled outside school hours, please notify us in advance and provide relevant documentation (e.g., an appointment card)
- › **Religious observance:** we respect the diverse cultural and religious backgrounds of our pupils. If your child needs to be absent for religious observance, please submit a request and the headteacher will review and approve the absence
- › **Exceptional circumstances:** in exceptional situations, such as family emergencies or unforeseen events, please contact the school immediately to discuss the absence.

### **How to report unplanned absences**

In the event of an unplanned absence, Parents should ensure that:

- They notify their child's school if he/she is absent. This should be done as soon as possible on the first day of absence. They should also provide an explanation for the absence.

- Parent/carers are expected to phone the school on 02380 215 320 or text 07500 782165 if a pupil is unable to attend. Alternatively, parents/carers may notify the Attendance Officer via [attendance@compass-school.net](mailto:attendance@compass-school.net)
- Where possible they do not arrange doctors, medical, or dental appointments during school hours;
- They understand that no leave of absence during a school term will be approved or authorised except in exceptional circumstances, in line with government recommendations.

### **Term-time holidays**

Term-time holidays are generally not permitted during the school year. Absences due to term-time holidays are disruptive to learning and lead to missed opportunities in the classroom.

However, we recognise that there may be exceptional circumstances that require a term-time holiday. In such rare cases, please submit a formal request to the headteacher well in advance. The headteacher will carefully consider each request and, if deemed appropriate and in the best interest of the child, may grant permission for the term-time holiday.

We emphasise that such instances will only be considered on a discretionary basis, and the decision will be made with the pupil's educational welfare as the utmost priority. We appreciate your cooperation and understanding regarding our approach to term-time holidays.

### **Promoting Good Attendance and Punctuality**

Compass School encourages and rewards punctuality and attendance, working with families and agencies to support our pupils.

#### **Primary**

- The Attendance Officer will send a celebratory ParentMail message to parents/carers for individual pupils who have made significant improvement in their attendance and/or punctuality, on a weekly basis.
- Celebration postcards sent home
- Raffles will be held termly with rewards for overall best attendance and most improved attendance.

#### **Secondary**

- The Attendance Officer will send a celebratory ParentMail message to parents/carers for individual pupils who have made significant improvement in their attendance and/or punctuality, on a weekly basis
- Celebration postcards sent home.
- Raffles will be held every half-term with rewards for overall best attendance, most improved attendance and most improved punctuality.

Let's work together to celebrate and encourage regular attendance.

Thank you for your cooperation in making sure your child receives the best possible educational experience.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Debbie McKenzie".

Debbie McKenzie