ALL ABOUT ATTENDANCE

At Pirbright, we believe that regular attendance and good punctuality are essential for children to thrive. Being in school every day gives children the best opportunity to learn, develop friendships, feel part of our community and achieve their full potential. We recognise that sometimes coming to school can be difficult. Anxiety, SEND, medical needs, family circumstances and other barriers can all affect attendance. Our approach is always support first: we will listen, understand and work in partnership with families to help children attend regularly.

OUR APPROACH

EXPECT We have high expectations for attendance and punctuality because we know that every school day matters.
MONITOR We regularly monitor attendance and punctuality so that we can identify concerns early.
LISTEN & UNDERSTAND We talk to children and families to understand what is making attendance difficult.
SUPPORT We work with families to remove barriers and put the right support in place.
REVIEW & ESCALATE Where attendance does not improve, we may involve additional professionals and, where necessary, follow formal attendance procedures. Support comes before enforcement wherever possible.

EXPECTATIONS

Parents and carers are responsible for ensuring that their child attends school regularly. Please:

- Bring your child to school every day unless they are genuinely unwell or have an authorised absence.
- Arrive on time and ready to learn.
- Tell us about an absence before 8.30 am on the first day and provide a reason.
- Continue to notify us on each day of absence.
- Arrange medical and dental appointments outside school hours wherever possible.
- Where an appointment must take place during school time, bring your child to school before and/or after the appointment whenever possible.
- Avoid holidays during term time. Leave of absence is only authorised in exceptional circumstances.

Talk to us early if your child is finding school difficult. We are here to help.

PUNCTUALITY MATTERS

Our gates open at 8.10am.

	KS2	Reception & KS1
School Starts	8.45am	9.00am
Register Closes	9.15am	9.15am
Afternoon Register	1.15pm	1.30pm

Arriving after the register has closed is recorded as an unauthorised absence for that session. Even being a few minutes late regularly can mean missing important learning, instructions, introductions, assemblies, and the opportunity to start the day positively.

THE STATS

We aim for children to achieve at least 96% attendance.
96%+ – our expectation
Below 95% – attendance is monitored closely
Below 90% – Persistent Absence (PA)
Below 50% – Severe Absence (SA)
A percentage can sometimes hide the amount of learning missed. Every absence matters and small patterns can quickly add up.

