

Attendance and punctuality expectations



It is important for all our pupils to come to school every day and on time ! Regular attendance and punctuality helps us learn well in school, make friends, and have fun. When we miss school, it is easy to fall behind and miss out on exciting lessons and activities. Poor attendance can also affect our friendships, making it harder to join in class discussions and group projects.



Please note, we are able to administer medication to your child if they are in school and require medication. Please bring the medication to the school office and a member of staff will provide you with a consent form to complete.

If you are having trouble getting your child/ren to school for other reasons, please speak to the class teacher or the office staff to see what support we can offer. We are all here to help!



Every School Day Counts and Every Minute Matters!

Being 10 minutes late for school
everyday = 5 school days missed
and 36 lost lessons!



We will not be authorising any holidays during term time, absences that are not illness related will only be authorised in exceptional circumstances. Please book any holidays outside of term time and book medical and dental appointments outside school hours if possible – and if not possible, ensure your child attends school before and after the appointment. If your child has a medical appointment during the school day, we shall need to see evidence in order to authorise the absence (hospital, appointment card, etc)

We understand that sometimes children can feel unwell in the mornings but we would encourage you to send them to school if they have a minor cough or cold. Please see guidance below from the NHS website with further detail on this.

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/#:~:text=It's%20fine%20to%20send%20your,until%20the%20temperature%20has%20gone>



You need to inform us on the first day of your child's absence and continue to keep us updated on a daily basis if they are absent for consecutive days. The school can be contacted on **020 8980 2414**, or you can leave a message via the **MCAS app** or email **info@solebayacademy.org**

We will try to contact you if we are not made aware of your child's absence by 09:00am. Failure to respond to any of these will result in an unauthorised absence.