



Captain Cook Primary School

Attendance Newsletter - Spring 2025

Pupil attendance is one of the key factors in ensuring that your child is successful throughout their academic life and beyond. At Captain Cook Primary School, we pride ourselves on our school ethos: creating a welcoming, inclusive and nurturing environment so that all our students can thrive.

As a school, our aim is for all children to have at least **96.5% attendance**. This is in line with the national expectation and is a positive springboard to help your child grow and succeed.

Why does attendance matter?

Being in school is important to your child's academic achievement, wellbeing, and wider development. There is evidence to suggest that regular school attendance is a key mechanism to support children and young people's educational, economic and social outcomes. Schools can also facilitate positive peer relationships, which in turn contribute to better mental health and wellbeing.

Furthermore, attendance at school is crucial to prepare young people for successful transition to adulthood, and to support their longer term economic and social participation in society. There is also strong evidence that the students with the highest attendance throughout their time in school gain the best GCSE and A level results.

Attendance Ladder

How close are you to reaching the top?



What should I do when my child is too unwell to come to school?

Please ring the school office before 9am and speak to a member of staff (or leave a message on our dedicated answer phone) if your child is going to be absent. If we are not notified of reason for absence, we will contact you by telephone, text or email as part of our safeguarding procedures.



Is my child too ill for school?

Medical Appointments

We know how difficult it is to get appointments with a doctor or dentist, however please can we ask, where possible, appointments are arranged outside of school hours. If this is not possible please ring the school office to confirm when your child's appointment is and aim to attend school before and after the appointment. Evidence of the appointment will be requested for our records.

Holiday Requests

For all holiday requests or other time off school please complete a 'Leave of Absence Request' form, at least 2 weeks in advance. Completed forms should be returned to the school office.

Please remember that headteachers can only grant an authorised term time absence in exceptional circumstances, which are defined as one-off events.

If your child misses school without good reason, local councils can intervene and you may be issued a fine. Full details of fines for taking children out of school are on our school website, but if you require additional guidance, please contact Mrs Clay in the school office.

Punctuality

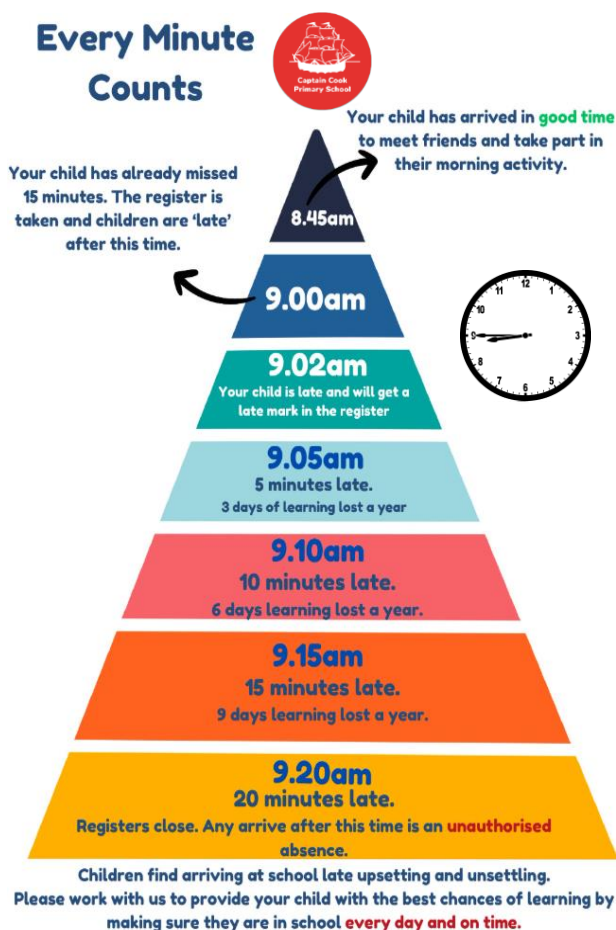
Arriving on time for school is important, as it maximises educational achievement and boosts self-confidence. Children arriving late cause disruption to their own and other students' learning.

Lower School registration begins at 8.40am and doors close at 8.45am. Upper School registration is at 8.45am and doors close at 8.50am. Any child arriving after doors close will need to enter via the main entrance and will be given a late mark.

What support can we offer?

Your child's education is very important to us and we endeavour to work alongside you to give them the best possible start in life. We have a fantastic pastoral lead in school, Mrs Lake, who can help support families with attendance issues. We also work alongside Mrs Hudson, who is our school Education Welfare Officer.

Every Minute Counts



Please do not hesitate to contact our school office further information.