

March 2024

Working Together to Improve Attendance

Dear Families

Attendance at school is very important. Children and young people who miss out on education may not meet their expected levels of achievement. We are always striving to improve the levels of attendance across the school so our pupils get the maximum benefit of what Portesbery can offer, such as timetabled sessions in specialist facilities, therapy provision, sports and off-site activities.

Here are a few reminders of how we can work together to maximise attendance:

When possible book routine and non-emergency GP, dentist and other health appointments outside of school hours. We understand consultant, hospital and other appointments may be booked for you. It is often the case these appointments can be rearranged and we are able to provide letters to support any requests for changes in appointments. **We are also asking families to provide evidence** of any appointments that require a child or young person to be absent from school.

Please remember to inform the school office if your child is going to be absent from school. Be prepared for a member of the team to ask some questions so we can accurately record the absence on our register (a legal requirement). **We can manage many illnesses in school** such as sore throats, colds, toothache etc. We can administer medication if you have provided it in a labelled box from a pharmacy and given permission. We will adhere to the recommended 48-hour guidelines of absence from school following a bout of sickness or diarrhoea.

Ways to contact the school office:

- ParentMail app or website - <https://pmx.parentmail.co.uk/> - Go to Absence to report the absence.
- Email to admin.team@portesbery.surrey.sch.uk
- Phone 01252 832100 (answerphone available outside office hours of 8.00am - 4.00pm)

If your child is absent, and we have not been notified why, we will consider it a high priority concern and a member of the admin team will call you. If by midday we have not been able to contact you or the other contacts you have provided we will consider a home visit, a call to Children's Single Point of Access or calling the Police on 101 to request a welfare check. **This is to make sure everyone is safe.**

We thank you for understanding and working with us to maximise school attendance for the children and young people of Portesbery.

Best wishes
Senior Leadership Team

- Our School Values -

