

## **Policy on A Page**

We are committed to ensuring that every child has the best chances of being successful every single day. Our lessons are designed to ensure that all students can make sustained progress over time. Being in school for every lesson ensures that your child has the best chance to develop their knowledge, skills and understanding to best equip them for the life that lies ahead of them.

Caister Academy will:	Parents and carers will:
<ul style="list-style-type: none"><li>• Consider good attendance as the most important Safeguarding tool available.</li><li>• Record accurate and timely attendance marks in the register.</li><li>• Monitor, analyse, and support the attendance of every child.</li><li>• Take calls from parents and carers to record accurate attendance information.</li><li>• Work with parents and carers to address poor attendance.</li><li>• Work with Education Welfare officers to tackle persistent absence.</li><li>• Reward students for attendance frequently throughout the academic year.</li></ul>	<ul style="list-style-type: none"><li>• Make sure that their child attends every day</li><li>• Remind their child about the importance arriving at school on time every day.</li><li>• Remind their child about being on time for every lesson.</li><li>• Help their child prepare the night before for the school day ahead.</li><li>• Provide more than 1 emergency contact for their child.</li><li>• Ensure that appointments for their child are made outside of the school day.</li><li>• On each day of unavoidable absence, call the school before 8:40am to report that their child will be off.</li></ul>

### **Attendance contact details:**

01493 720542

[attendance@caisteracademy.org.uk](mailto:attendance@caisteracademy.org.uk)