

Attendance Quick Guide for Parents

The name and contact details of the school parents should contact about attendance on a day-to-day basis is:

Name: Hillside Primary School

Tel: 01493 661399

Email: office@hillside.norfolk.sch.uk

We expect pupils to attend school for 100% of the academic year. You can support your child to have excellent attendance by taking these steps:

- Ensure your child arrives on time for school every day and is ready to learn. Arriving after registration is recorded as an unauthorised absence. Pupils must be in school by **08:40 am** or will be recorded as having an unauthorised absence. This is due to, from September 2024, the Government expects the school week to be a minimum of 32.5 hours, so lessons will start at 08:40.
- Avoid taking holidays during term time.
- If your child appears to be only slightly ill, send them in to school. We have staff who will contact you if their condition deteriorates.
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.
- Supply a copy of the appointment card or hospital letter if your child has an appointment during school hours.

If your child becomes reluctant to go to school or you need help, please contact the school immediately; we are more likely to be able to work together to solve any problems if we act early.