



Archbishop Courtenay
Church of England
Primary School

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Headteacher: Mrs S Heather
Chair of Governors: R O'Connell

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IMPROVING ATTENDANCE

At Archbishop Courtenay our expectations are that pupils achieve at least 96% attendance every school year. We work very hard and closely with the Local Authority and Attendance Advisory Teams to monitor and improve pupil's attendance.

We appreciate we have been through unprecedented times during the last two years and families who would normally never have had to take time have been struck by COVID and have had no options.

We thankfully are now emerging from these dreadful situations and need to ensure that our pupils – your children – get the best education possible from here on.

You can help in a simple way by ensuring your child is in school every day and on time unless they are unwell.

Reporting pupil absence

If your child is unwell or unable to attend school please contact the school office before 9.30am to report the absence and explain the reason for this. It is the responsibility of all parents to do this on each day of absence.

We understand that on occasions it may be necessary to attend doctor or dentist appointments. Please let the school know prior to the appointment providing an appointment card or letter or screen shot if details are on your phone.

Running late

Please leave enough time to account for traffic, road works and other anomalies that often occur every morning. Any pupil arriving after 8.50am must be accompanied to the reception area by a parent/carers so they can be added to the register.

The unexpected can occur we know, but if you are late regularly you are not leaving home early enough so adjust your leaving time. We want the best for your children and we are in no doubt you do also. Their future can be mapped by your actions and support now. Let's all do our best for them

Thank you for your support