



Old Fletton Primary School

Attendance Guide

For Pupils and Parents/Carers

At Old Fletton, we believe every day at school matters: for learning, friendships, and fun. Here's how we work together to make sure children get the most out of every day at school.



School Times

Gates open: 8:35am
Registration starts: 8:40am
End of registers: 8:55am



Please arrive promptly or slightly before 8:40am so your child is settled and ready to learn. Class teachers offer additional work and catch up time during this first part of the day.

Why Attendance Matters

Children who attend regularly learn more; achieve better, make stronger friendships, and feel more confident. Missing just a few days can make it harder to keep up and catch up.

If Your Child Is Unwell

Call us or email us before 9:00am on each day of absence.

Please state, child's name, class and **specific reason for absence**

We follow NHS guidance on all illnesses & record them as such.



Some Frequent Absence Requests We Won't or Can't Authorise:

- > Holidays taken during term time
- > 1 child is ill, so can't get other child in
- > Birthday Celebrations
- > Tiredness due to staying up late
- > Shopping Days
- > Self diagnosed Mental Health Days
- > Visiting places as they are less busy



Celebrating Great Attendance

For us, this is anywhere from 97 - 100 %

1. Marvellous Me (Half termly)
2. Termly Prize Draw/ per Key Stage
3. 100% Week Attendance Passport - small treat/prize when it's complete
4. 97%+ Class Reward Tree - gather apples and collect for Golden Time



Should I Send My Child to School?



Worried or Need Help?

Marie Tomlin - Day-to-day contact:
office@oldfletton.peterborough.sch.uk
01733 554457

For more individual support: Contact the school office and ask to speak with Mr Dickson or Mrs Levy

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| <input checked="" type="checkbox"/> Cough/cold | <input checked="" type="checkbox"/> Tired |
| <input checked="" type="checkbox"/> Anxious or worried | <input checked="" type="checkbox"/> Refusing to get dressed/ready |
| <input checked="" type="checkbox"/> Cold Sore | <input checked="" type="checkbox"/> Unsure if they are really ill - excuse? |
| <input checked="" type="checkbox"/> Conjunctivitis | |
| <input checked="" type="checkbox"/> Sore throat | |

***For more details: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

Together, let's help every child succeed by being on time, every day.
Because every day really does count!