



Farnborough Primary School

Farnborough Hill
Farnborough, Orpington BR6 7EQ
t 01689 853295 e admin.office@farnborough.bromley.sch.uk
www.farnborough.bromley.sch.uk

Executive Head: Miss A James BA (Hons), PGCE, NPQH

7 March 2025

Dear parents/Carers,

As you are aware there is a huge drive from the Government to improve the attendance of all school aged children.

We have therefore, issued a new Attendance Policy which is available on our website.

This policy aims to show our commitment to meeting the obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024), through the whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils.
- Promoting good attendance and the benefits of good attendance.
- Reducing absence, including persistent and severe absence.
- Ensuring every pupil has access to the full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Building strong relationships with families to make sure pupils have the support in place to attend school.
- Promoting and supporting punctuality in attending lessons; Poor punctuality is not acceptable. If a child misses the start of the day, they will miss learning and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, which can be embarrassing for the child and can also result in further absence.

A pupil who arrives late:

- Before the register has closed (before 9am) will be marked as late, using the code **L**.
- After the register has closed (after 9am) using the code **U**, **please note this will significantly impact your child's overall attendance.**

We recognise that it can be hard to be in school every day for a range of reasons that may be unavoidable. If there is something that is affecting your child coming to school, please talk to their class teacher as we may be able to help. We want to make sure that we support you to help your child come to school every day.

Yours sincerely

Belinda Jones
School Attendance Officer



Farnborough Primary School is a member of Nexus Education Schools Trust and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Nexus Education Schools Trust (NEST) is a charitable company limited by guarantee and registered in England and Wales Company Number 08753719. The registered office is at Brackley Road, Beckenham BR3 1RF Website: www.nestschools.org