



ATTENDANCE NEWSLETTER

JUNE 2025



SUMMER TERM

Reasons given for absences

Being honest with the school about absences, including those due to holidays, is essential for maintaining transparency and trust. Accurate attendance records help support your child's education, and providing a clear reason for any time away ensures that we can accommodate missed learning effectively.

Open communication fosters responsibility and mutual respect, while withholding information or giving a different reason for a term-time holiday can create unnecessary stress for your child, especially if they feel pressured to be dishonest.

Our school's Inclusive Attendance ethos ensures that staff warmly welcome children back after an absence and check in with them, whether they have been ill or away for other reasons. This support is only possible when we are aware of the reason for their absence.

PUNCTUALITY REMINDER

8:15

Gates open for Opal Play (children are parents' responsibility)

8:40

Doors open

8:45

School day begins***

8:50

Gates close. Pupils are now late and must be signed in at the office by an adult with a valid reason given.

*** Although children are not classed as late until 8:50am, they are missing the start of the school day which includes feedback on the previous day's learning, wellbeing check in, basic skills such as handwriting lessons.

As always, thank you to our families for continuing to work with us to ensure that all children have the best possible attendance.

END OF TERM

There is a perception that this half term is a term when the children do little work. Although there are trips and other enrichment days planned, the children have vital learning to complete right up to the end of the academic year. Please ensure your child is here every day to maximise their learning and enjoyment.

REMINDER ABOUT ABSENCE PROCEDURES

- Please inform the school office before 8:30 am if your child will be absent from school
- You may be asked to supply medical evidence such as medication or appointment letters
- Please arrange appointments outside of school hours where possible
- If you have not contacted school, Miss Smith will contact you to find out the reason for absence
- Miss Smith may also contact you at the end of the school day to enquire about your child and discuss their return to school the following day
- Miss Smith will continue to contact you each day that your child is absent to check in and offer support where possible



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SUPPORT FROM SCHOOL

Where possible school will offer support to you and your child around attendance difficulties. This is through our multi tiered approach to support.

PHONE CALLS FROM SCHOOL

Class teachers, Mrs Lyon and Mrs Allen may call you or request a meeting with you to talk about your child's attendance and any difficulties you or your child may be facing. These are supportive and we encourage our families to engage with us in this way so that your child can have the best possible attendance.

Please feel free to contact school at any time to discuss any concerns you may have.

#MISS SCHOOL #MISS OUT

Some of the things our children say they would have missed out on if they were absent from school...

- Tough Runner
- Teach Rex Dragon
- Swimming
- History workshops
- Trips
- Colour Run



CONTACT INFO

Phone: 0151 477 8340

Email: robypark@knowsley.gov.uk
attendance@robyparkprimary.co.uk

POSTCARDS

Some of you may have received postcards from school acknowledging your family's effort around attendance and punctuality. We know that there can sometimes be difficulties and appreciate your efforts.



MULTI-TIERED SUPPORT

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