

CPS Attendance Newsletter

Issue 1: Autumn 2021



Welcome back

Welcome back to an exciting new academic year at CPS! As promised pre-pandemic, we are going to continue with our half-termly Attendance Newsletters. These newsletters will contain news relating to school attendance, explain our reward systems and have useful reminders regarding the general attendance practices in place at CPS. The School Attendance Officer is Mrs Gabriella Perkins and she is always happy to answer your questions regarding attendance. You are also very welcome to speak to a member of the Senior Leadership Team if you have any additional queries or concerns.



Expectations from September 2021

The Government's expectation from 1 September 2021 continues to be that school attendance is mandatory for all children and that schools return to attendance practices the same as pre-pandemic. Our full Attendance Policy can be viewed on our website under the School Policies tab. Please read this to be aware of what is expected of you as a parent/carer regarding attendance. It is the parent/carer's responsibility to ensure that children attend school every day.

If you have any comments/queries please send an e-mail to office@cottenham.cambs.sch.uk



Drop off/Collection routines

As previously, parents/carers are allowed onto the playground to drop off their child(ren). Arriving on time for school is important. Please note our opening times:



- ❖ Gate opens at 8.30am
- ❖ School starts 8.50am
- ❖ Late arrival is between 8.50am – 9.20am
- ❖ Registers close at 9.20am. Arrival after 9.20am is recorded as an unauthorised absence.

As previously, parents/carers are able to collect their child(ren) from the playground. At the end of the day make sure you arrive on time to collect your child. If for some reason you are unable to be here on time, please phone the School Office. Please note our finish times:

- ❖ Finish time for EYFS & KS1 children: 3.00pm
- ❖ Finish time for KS2 children: 3.10pm



Absence reporting

Any planned absence should always be reported to us in advance. If you are requesting an absence, you are required to complete our "Request for Exceptional Leave of Absence" form. This form should also be used for planned medical appointments. Please return completed forms to the School Office for processing at least a week prior to the proposed absence.

Absences due to illness should be reported to the School Office either by calling our dedicated absence line (01954 250227 and selecting Option 1) or by sending an e-mail to office@cottenham.cambs.sch.uk , every morning by 9am the latest.

We need to hear from you every day of the absence unless the School Office have advised you otherwise.