

CPS Attendance Newsletter

Issue 5: Autumn 2022



Welcome back

Welcome back to an exciting new academic year at CPS! We hope that you all had a lovely summer break and are ready for the new school year! As we start the new school year we would like to take the opportunity to share some key attendance points.

The importance of good attendance and punctuality

Good and punctual attendance at school is key to doing well in learning and developing children's sense of time. Top tips for good attendance:

- ❖ Resolve problems or worries as soon as possible. Talk to the class teacher or school staff if you are concerned about your child;
- ❖ Keep medical appointments out of school time, if possible;
- ❖ Avoid term time holidays; and
- ❖ Arrive to school on time.



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

Drop off/Collection routine

Arriving on time for school is important. Leave yourself plenty of time to get here and please do not use the layby for parking or dropping off. Please note our opening times:

- ❖ Gate opens at 8.35am
- ❖ 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.



At the end of the day, please make sure you arrive on time to collect your child. If for some reason you are unable to be there 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 (including medical appointments) should always be reported to us in advance. Please complete our "Request for Exceptional Leave of Absence" form. 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 8:30am, at the latest.

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

My Child At School (MCAS) App

Please make sure you register for the schools app, MCAS, and update your child's record to make sure we have up-to-date contact details for you. You can also use the app to top up your child's dinner money account and monitor their attendance. If you have not received an invitation to this app or are struggling to register, please contact the School Office.