

Kingswood Primary Academy Pupil-Friendly Attendance Policy

Why coming to school matters

At Kingswood Primary Academy, we want you to do your best!

Coming to school every day helps you:

- Learn new things
- Make good progress
- Spend time with your friends
- Feel confident and happy at school



What you need to do

- Come to school **every day**
- Be in class by **8:45am**
- Try your best to be on time



If you feel unwell

- Tell your grown-up
- They will phone or email the school
- Come back to school as soon as you feel better

If you have an appointment

- Try to come to school before or after it
- If you must go in school time, your grown-up should tell us first



Being late

- If you come after **9:05am**, you are late
- If you come after **9:25am**, it counts as an absence
- We can help you if being on time is difficult

Why we check attendance

We want to make sure you are safe, happy, and learning well.

If you are missing lots of school, adults will talk with your family to understand how we can help.

Celebrating good attendance

You can earn:

- Certificates
- Class awards
- Weekly celebrations
- Raffle tickets
- Special attendance weeks



We love celebrating pupils who work hard to be in school every day!