



Brookburn Road
 Chorlton-cum-Hardy
 Manchester, M21 8EH
 T: 0161 881 8880
 Email: admin@brookburn.manchester.sch.uk
 Executive Headteacher – Jayne Kennedy
 Head of School – Jennifer Holden



'Attendance is everybody's business.'

96%-100%	Excellent
91%-96%	Average
Below 90%	Persistently absent

Punctuality

Doors open at 8.50am. Doors close at 9am. If you arrive after 9.00am, it will be recorded as a late arrival.



Illness

Unless a child has a long-term health condition, incidents of absence due to illness should be rare. Whilst we don't wish a child to be sent to school if they are genuinely ill, we do encourage children to attend school when they are suffering from minor ailments such as a cold as this will establish good habits that will support them throughout their lives.

We appreciate that it is difficult to assess whether you should send your child into school if they feel poorly, rest assured we will contact you to collect them if they are too ill to be in school.

For further guidance, please visit:

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>





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Holidays in term time

In line with guidance from the DfE and Manchester City Council, term time holidays will not be authorised. If you submit a term time holiday request this will be discussed with you and may result in a fixed penalty notice.

For further information, DfE guidance can be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf

Our Link Learning Trust Attendance Policy can be found on our school website.

If you would like to discuss your child's attendance, or you are worried about anything in regards to this, please contact Beth Owen (Deputy Headteacher and Attendance Lead). If we have any concerns about your child's attendance, we will discuss this with you.

Kind Regards,

Beth Owen
Deputy Headteacher and Attendance Lead

