

Attendance Information for Parents

School start time (register opens): 8.45 am

Registers will close at: 9.15 am

To report an absence please call: 01945 430378

Academy attendance officer for day to day contact:

Name: Mrs. S. Beale

Contact details: 01945 430378: office@marshlandprimary.norfolk.sch.uk

Academy champion:

Name: Ms. Marie Lucca

Contact details: 01945 430378: head@marshlandprimary.norfolk.sch.uk

First day absence procedures:

Parents are expected to notify the academy EACH DAY if their child is unable to attend for an unavoidable reason, such as illness.

If the academy does not receive notification, we will:

- Send a message asking you to make contact with the school as soon as possible.
- Call all numbers for those with parental responsibility.
- Call other contacts.
- If all avenues of communication have been exhausted with no response we will conduct a home visit.

Strategies for promoting attendance:

- Individual and class praise
- Certificates for 95% attendance and above
- Headteacher speaks with parents

Link to the local authority:

<https://www.schools.norfolk.gov.uk/attendance>

Adopted September 2025