



Alameda Middle School

Ambitious ■ Motivated ■ Confident to Soar

September 2025

Dear Parents and Carers,

As we begin the new school year, I would like to remind you of our attendance expectations at Alameda. Consistent attendance and punctuality are vital to ensuring every child is able to thrive academically and socially.

Absence

If your child is absent from school for any reason, please call the main school number (01525 750900, option 1) and leave a message with your **child's name, form group**, and the **reason** for absence. If they are unwell, a brief description of the illness is helpful. You may also email:

pupilabsence@alamedamiddleschool.org.uk

For safeguarding reasons, we require a phone call on **each day** of absence. Where no notification is received, and we are unable to make contact, the absence will be recorded as unauthorised.

Please note that absences should **not** be reported to the main office email, as these are not always checked promptly.

Attendance

We expect all students to attend school regularly and on time. Ideally every child would attend 100% of the time, however we understand that children may occasionally be unwell or have medical appointments, but maintaining high attendance is essential. Our school attendance target is 96%.

In line with government guidance, parents will be contacted if a child's attendance falls below 95%. This will usually begin with contact from your child's form tutor. Continued decline may result in a formal letter and a meeting in school. Our full attendance policy is available on the school website.

Lateness

The bell for morning registration rings at 8.27am, and pupils should be in their classrooms by 8.35am. Any student arriving after this time will be marked as late and must sign in at the front desk. If a pupil arrives late due to a delayed school bus, they **must** sign the late bus register at reception to ensure they are **not** marked late.

Medical Appointments

If your child has a medical appointment, please inform us by phoning the absence line or emailing pupilabsence@alamedamiddleschool.org.uk

While you may also wish to inform your child's form tutor, it is essential that you contact the attendance team directly so the absence can be recorded correctly.

Thank you for your support in helping us to maintain high standards of attendance and punctuality.

Yours sincerely,

Hayley Sibley
Assistant Headteacher



PROUD TO BE A
MUSIC MARK
SCHOOL
2023 - 2024

Headteacher: Mrs J Ross

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