



## **Attendance Procedures.**

If your child is absent from school it is a parents responsibility to inform the school of the reason for absence.

If your child is absent from school and there has been no contact to inform school regarding the absence; school will contact you to seek a reason as to why your child is not at school. This could be via text, phone call or a house visit.

School attendance will be closely monitored and if your child's attendance drops below 96% the following steps will be followed:

1. A telephone call will be made or letter sent to parents/carers to make them aware that their child's attendance has dropped and the % it stands at. Further support will be given if necessary.
2. A letter will be sent home weekly until their child's attendance improves and reaches 96%. The letter will include the child's overall % of attendance and the attendance of the child for that week.
3. If the child's attendance continues to drop a meeting will be arranged in school to discuss this further.
4. If the parent/carer fails to attend the meeting, home visits will be made to discuss the child's low attendance.
5. If the parent/carer fails or refuses to work with the school to improve attendance a referral to the Local Authority will be made which could result in legal action.

An automatic referral will also be made to the Local Authority if your child's attendance drops below 85%.

Punctuality will be closely monitored and after 3 late marks or U marks (a U mark is an unauthorised absence when the child comes into school after close of register) the following procedures will be put into place.

1. Following a late arrival to school; parents must complete the late book giving a reason for the lateness.
2. Following a late arrival to school a letter will be sent home.

3. In cases of persistent lateness, a meeting will be arranged with the parents/carers of the child to discuss the reasons for persistent lateness and support offered where deemed necessary.
4. If the parents/carers do not attend for the arranged meeting, home visits and telephone calls will be made to discuss persistent lateness.

***Strategies put in place to improve school attendance and time keeping:***

- Weekly attendance raffle – for all children that have been in school and on time every day that week.
- Class competition – The class with the highest % attendance for the week will receive a special treat on a Friday afternoon. Where there is a tie, punctuality will be taken into consideration.
- A termly attendance reward.
- End of academic year – special treat for children with 100% attendance.

Families taking holidays in term time has a big impact on lowering the school attendance. As a school we would advise you to take your family holiday out of term time.

Holidays taken within term time that are not authorised by the Headteacher will be referred to the Local Authority which will result in a holiday fine been issued.

Please refer to the school 'Attendance Policy' for further information.

Let's all remember, that as working adults, if we were persistently absent from work or turning up late we would not have a job to go to !

Your child's schooling is very important to us and we would like to work alongside you to give them the best possible start in life. A good education will lead to a good job later in life !

**“Children with over 90% attendance at school are more likely to gain 5 or more high grade GCSE's or equivalent qualifications”**

We want your child to be one of these children

If you have any questions or concerns regarding attendance issues, please get in touch.