

Working in Partnership

We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end we strive to make our school a happy and rewarding place for all children. If you have any concerns about your child's attitude to school please talk to your child's class teacher.

How are attendance figures worked out?

Our school day starts at 8.45 am. A register is taken in school by 9.00 am each morning and at 1.00pm each afternoon. A child will receive a 'mark' for each session; these marks are totalled by school and given as a percentage (e.g. if a child attends school all week they will receive 100%; if a child is absent for one day they will have an attendance of 80% for that week.

Attendance figures are calculated solely at two attendance points for each day. Therefore, for example, if a child arrives in school in the morning and then leaves school for an appointment at 11.00am and then arrives back in school prior to the start of the afternoon session, the register will show that the child was in attendance for both school sessions.

How is lateness recorded?

If a child arrives after 8.45am they are deemed to be late and will receive a 'late' mark but will be considered as 'attending' the morning session. If a child arrives in school after 9.15am the child is considered to have been 'absent' for the session.

Puddletown CE VC First School

Attendance Policy Leaflet for families

What is an attendance policy? Under the *Education Regulations 1995* the governing body is responsible for making sure the school keeps an attendance register that records which pupils are present. The register must also indicate why a pupil is absent. Our policy aims to raise awareness of the importance of good attendance and ensure the school's legal responsibility is met.

What is considered good attendance?

Regular and punctual attendance is essential for effective learning, promoting positive relationships and developing good attitudes to education. Good attendance is considered above 95%, or approximately no more than one day of absence each half term.

What is an acceptable absence?

An absence is classified as authorised when a child has been away from school for a legitimate reason. Only the school can make an absence authorised. An absence is classified as unauthorised when the school believes a child is away from school without good reason; for example, if a parent takes a child out of school to go shopping during school hours. **School will not authorise an absence when no prior notice has been given to school**, unless in very exceptional circumstances).

Parents will:

- Ensure that their child arrives at school on time;
- Ensure any child arriving after the start of school accesses school via the main entrance;
- Contact the school on the first day of any absence **before 9.30 am**, (reasons will only be accepted from parents / carers of child concerned);
- Contact the school **in advance** if their child will be absent for any reason (e.g. medical appointment);
- Make any necessary requests for absence due to holiday on a holiday form available from the school office.
- Recognise and understand that the school is judged on attendance levels and it is required to be rigorous in approach to ensure that children are in school in term time.

School will:

- Take registration each morning and afternoon (*two sessions per day*);
- Consistently record reasons for absence and indicate if absence is authorised or not
- Record an attendance as 'late' after 8.45am; (arrival after 9.15am is deemed 'late after registers closes' and is then classified as an absence for the morning session)
- Contact the parents / carers on the first day of any absence if no reason is given by 9.30 am;
- Contact the parent / carer if attendance becomes a concern (below 90%) and invite parent / carer to school to discuss ways that attendance can be supported and improved;
- Ensure that the parents are aware if their child's attendance has the potential to become a concern by informing them if it falls below 95%.

Good attendance is essential for your child to achieve academically, emotionally and socially at school

85% attendance results in **half a term absence over a year**

Attendance Percentages

75% attendance results in **one year absence over 4 years**

Excellent attendance is above 96%

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