



Attendance Policy

Good attendance is vital in supporting children's learning. We are required on a daily basis, to monitor punctuality and attendance. The expectation is that all children arrive at school in reasonable time before the start of the school day, ensuring they are ready to learn. Our School Handbook outlines for parents/carers and families the main points regarding attendance. The school endeavours to work positively and supportively in partnership with all families to ensure appropriate attendance.

Education, Sport and Culture Policy

- 'Attendance Matters' August 2005 by the Education Welfare Service – this document is the school's main reference and includes all the main points related to school attendance policy and procedures.

School procedure:

- Parents are requested to inform the school before 9.30 am on the first day of absence giving the reason for their child's absence. It would be helpful to know the probable length of absence. Any messages taken by the School Administrator are passed on to the class teacher and appropriate codes are entered onto the electronic register.
- Each teacher completes an electronic registration at the commencement of the morning and afternoon sessions, and an appropriate code is entered for each child.
- The school Administrator checks the completed school registers to see if there are any children absent at that time. The Administrator will then follow this up at 9.30 am by making contact with the parents/carers. It is therefore important that we are kept up to date with home contact details.
- Any children arriving after the register has been taken are asked to report to the School Administrator who will then enter this on the electronic register. A 'Late' mark will be registered. Younger children are entered onto the system by their class teacher or teaching assistant.
- The Headteacher is responsible for monitoring (on a daily basis) and following up attendance and is supported by the school's Education Welfare Officer. If we have been unable to contact parents by 9.45 a.m. the Education Welfare Officers will be notified.
- The Headteacher addresses attendance concerns in the following way:
 1. If lateness occurs on a regular basis the Headteacher will ask the classteacher to talk to the parents to clarify any difficulties/needs.
 2. Should these concerns continue the Headteacher will write to the parents formally to note the concerns and request a meeting to discuss the problem.
 3. If the concerns persist the Headteacher will seek support from the school's Education Welfare Officer.
- The Headteacher has regular meetings with the school's Education Welfare Officer to discuss any issues regarding attendance and punctuality.
- Any children who have time off or who go home during the school day, due to illness, medical appointments etc. need to arrive and leave via the School Office.
- It is expected that parents endeavour to take family holidays in the school holidays. In **exceptional** circumstances parents can make a request to the Headteacher for due consideration. Parents are made aware that time off school in term time can have a detrimental effect on their child's learning.

Appendix 1



Date

Dear

We have noted that _____ has been arriving late for school recently and this has disrupted his/her day as well as the start of his/her lessons.

We would greatly appreciate your co-operation in ensuring that your child is in school on time at 8.45am in future. Please come and see me if you would like to discuss anything.

Please sign and return this letter to your Child's teacher.

Many thanks for your support.

**Chris Jones
Headteacher**

I acknowledge receipt of this letter

Signed

Child's class

Date

Comments



Data:

Exmoa

Temos notado que o seu filho tem chegado tarde a escola em muitas ocasiões, recentemente e isso tem destabilizado o dia de escola do seu filho, tal como o início das aulas.

Nos agradecemos que cooprasse para assegurar que o seu filho estivesse na escola no tempo previsto: 8H45 da manhã, de futuro.

Por favor assine e devolva esta carta ao professor do seu filho.

Muito obrigada pelo seu apoio.

**Chris Jones
Headteacher**

Assinatura.....

Turma da criança

Data

Comentarios

Appendix 2



LATENESS

Dear Parent/Carer,

We have recently discussed your child's late starts at school. I am now writing to you as has continued to arrive at school late on a number of occasions.

Punctuality is very important in school. One child's lateness can disrupt the whole class, and children who are late get embarrassed, and sometimes upset.

I would be very grateful if you could ensure that your child arrives at school in good time every day. I suggest that s/he is in the playground/classroom by 8. 40 am if possible, and certainly by 8.45 am when the bell is rung.

Of course, on rare occasions delays are caused by emergencies and other unforeseen circumstances. If this is the case, please notify the child's teacher or school secretary as soon as is practical.

Yours sincerely

Chris Jones
Headteacher