

BYRON COURT PRIMARY SCHOOL

ATTENDANCE EXPECTATIONS

At Byron Court we aim to inspire an enthusiasm for learning and provide opportunities for our children to reach their full potential both academically and socially. In order to do this we need the children to be in school regularly, be on time and be ready to learn.

It is the parent's legal responsibility to ensure that their children attend school and if they do not do so they could be subject to legal action.

SCHOOL PROCEDURES

Lateness



	Gates Open	Official Start Time	Marked Late if not in class by
Byron Court	8:40	8:50	8:55

Children should enter school via the playgrounds and can enter their classrooms from **8:40** for a 'soft start'. **The gates will close promptly at 8:50** and any children arriving after this time must enter through the reception entrance and be signed in.

Arriving late is disruptive to the class and upsetting for the child who is often embarrassed and has missed out on the initial teaching in the lesson.

If a child is late 3 times in a week, a text will be sent reminding parents of the importance of punctuality. If two texts are sent in a month, parents will be asked to attend an Attendance Meeting at school.

Sickness



When a pupil is ill parents/ carers must contact the school office either in person, via the website www.byroncourtschool.co.uk 'Report Absence Form' or by phone (020 8904 2785) on the first day of the illness by 9am.

If a pupil is absent for more than one day the parent/ carer must keep the school up to date on the progress and likely return date of the pupil.

If a pupil is absent from school due to an illness for more than five days, the school may request medical proof of the illness.

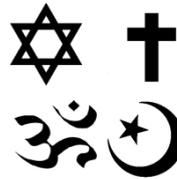
Registers are checked daily and the school will phone home on the first day of absence if we have not been notified why a child is away.

Medical or Dental Appointments



Routine medical and dental appointments should be organised outside of school hours. The school may ask for written evidence of appointments if they occur regularly.

Religious Days



The Education (Pupil Registration) Regulations 2006 specify that absence for religious observance should be treated as an authorised absence 'on a day exclusively set apart for religious observance by the religious body to which the parent belongs.'

The school will only authorise three absences per pupil per academic year for religious days.

Term Time Holiday

The school will **not** grant leave in term time for any reason.

If parents feel that they must take their child out of school for an extended period due to unavoidable and extreme circumstances they must request permission to do so in writing to the Headteacher.

Please note that granting leave is at the discretion of the Headteacher and that the decision made is final. There is no right of appeal.

If parents take their child/ren on unauthorised leave the school for a period of 5 days a Formal Warning letter will be issued and referral may be made to the Educational Welfare Service.

Addressing Attendance Concerns

The school expects attendance of at least 96%.

We believe it is important for children to establish good attendance habits early on in their primary school career and so attendance and punctuality are regularly monitored.

Any child with attendance of 90% or less is classed as a 'persistent absentee' and parents will be contacted by phone call or letter to discuss our concerns if the child's attendance falls below this.

If the child's attendance record does not improve then the parents will be asked to attend an Attendance Meeting at the school.

If there is still no improvement and Formal Warning may be issued and the school has a responsibility to make a referral to the Educational Welfare Service. The Education Welfare Service they may issue an Education Penalty Notice (EPN) or decide to prosecute. If an EPN for unauthorised term time leave is issued, you risk receiving a fine from the London Borough of Brent of between £60 - £120. Fines are issued to each parent for each child taken out of school. Failure to pay the notice may result in prosecution at the Magistrates' Court.

Reporting to Parents and Carers

All parents/carers will receive a summary of their child's attendance and punctuality record for the year with the summer term academic report. Class teachers may also discuss attendance and punctuality on parent consultation evenings.

Attendance grades are given on the following basis:

Excellent	100%
Good	98-99%
Satisfactory	96-97%
Poor	90-95%
Unsatisfactory	Under 90%

Rewards

We want the children to understand the importance of good attendance and so we have a range of awards.

Each week in achievement assembly the Class with the highest attendance in Reception/KS1 will be presented with Attendance Ted and in KS2 with the Attendance Shield.

Those pupils who have good attendance in the Autumn and Spring terms will receive an attendance sticker and have a special treat, this may be a DVD, extra playtime, a trip to the park etc. In the Summer term the children will receive a 100% attendance certificate as well as a treat.