

Attendance Counts

Children spend **190 days** at school per academic year. At St. Stephen's we expect children to aim for a minimum of 96% attendance. This is the national average. We reward children on a termly basis when attendance reaches 100%.

This is how days off add up!

Days absent from school	Percentage attendance	Missed Lessons
0	100%	0
10	95%	50
19	90%	100
28	85%	150

Punctuality

Lost learning time does not just occur as a result of poor attendance, but will also be as a result of not being punctual. Children who arrive late can be embarrassed to go into class. This affects their self esteem and can have a negative impact on their progress. Late children often disrupt the flow of teaching and learning and can have an impact on the whole class achieving their weekly punctuality award.

Punctuality is equally important.

Extended Leave

Amendments to the 2006 regulations mean that parents no longer have a right to have family holidays or extended leave in term time. Headteachers may not grant any leave of absence during term time except in exceptional circumstances.

At St. Stephen's the governing body has determined the following:

- Extended leave of more than 20 unauthorised school days will result in the loss of a school place.
- Leave of absence during term time will not be authorised.
- In exceptional circumstances authorised leave of absence of up to 5 days may be granted. Each case will be considered separately by the Headteacher.
- You will be expected to meet with the Headteacher following any request for leave of absence.

Where family holidays or leave of absence are taken without the permission of the school, parents will be given a Penalty Notice which may result in Bradford Childrens Services asking you to pay a fine of £60 per parent of each child.

Procedure for applying for leave

Any application for extended leave during term time **must** be made in writing to the Headteacher. Applications should be made at least 2 weeks before travel arrangements are finalised. Application forms are available from the school offices and you will receive a written response from the Headteacher.

Attendance and Attainment

Your child's attendance can have a big impact upon their progress and attainment.

We believe that instilling the principles of high attendance and punctuality is essential to developing good habits for pupils' futures. Not only will good attendance and punctuality help to give your child the best chance with their learning and progress, it will also provide them with vital life skills to help them to achieve success now and in the future.

How we reward good attendance

- A reward voucher will be given each half term to children with 100% attendance. Lovely prizes for the children to choose from.
- A Wristband when attendance is 100% for one term.
- An Enamel Badge if attendance is 100% after two terms.
- A Medal / Trophy for achieving 100% attendance at the end of the school year.

Weekly Class Rewards

Every week each class's attendance and punctuality will be calculated. A trophy and £10 voucher is rewarded to the class in both Willow and Sycamore buildings who have 100% attendance and arrive on time to school every day. However if no class has 100% attendance and punctuality then a £5 voucher is awarded to the class with the highest levels of attendance and punctuality that week.