

Managing Attendance

All schools have a legal duty to record the attendance of every pupil or record them absent or late. The register is completed at the beginning of the morning and afternoon sessions. If your child is absent from school you must notify school by telephoning **0114 2760472** and speaking to a member of staff in the main office, giving the reason why your child is unable to attend.

Every child's attendance is monitored on a daily basis, if school have any concerns you may receive a phone call or a home visit from a member of the Pastoral team.

If a pupil has to leave the school for any reason during the day, the school should be informed of this prior to the child being collected.

You Can Support Your Child's Attendance By :

- Making sure your child attends school regularly and arrives for 8.45am each day .
- Ensuring medical appointments are not made during school hours .We realise this might not always be possible ,however try to make them as late in the day as possible to keep disruption to learning to a minimum. If your child has to leave school during the day, please inform the office at the earliest possible time.
- **Not taking family holidays during term time.** The Headteacher can only authorise absence in exceptional circumstances, which does not usually include a holiday. If you are planning on your child not being in school, then you must fill in a term time leave form, which are available from the main office. Where exceptional leave is not granted by the Headteacher you may receive a fixed penalty notice (fine) for each child.

Support Is Available

If you are struggling for any reason with attendance or punctuality please speak to a member of the Pastoral Team .

Pye Bank CE Primary School



**MAKE SURE YOUR CHILD
IS IN SCHOOL EVERY DAY.**

Attendance Policy

2018/2019

**A guide for Parents /Carers
and Children**

Being at school...Why is good attendance important?

At Pye Bank CE Primary school we believe that good punctuality and regular attendance are crucial if children are to establish good habits for life and take full advantage of their education. If children do not attend School regularly they cannot use their previous learning to enable them to make progress and therefore fall behind the other children in their class and do not reach their potential.

Our lessons are carefully planned to ensure that each lesson builds on the one before. If a child regularly misses lessons they may become confused and less confident in applying the skills they have previously learnt.

As Parents/Carers you have a legal duty to make sure your children attend school regularly. The local authority has options, which include prosecution; it can take against parents and carers who fail in their legal duty to send their child to school on a regular basis. Prosecution which, in addition to a criminal record, may lead to a fine, parental order or custodial sentence. Whilst these legal sanctions exist we are committed with you to support the highest levels of attendance and the best possible education for your child.

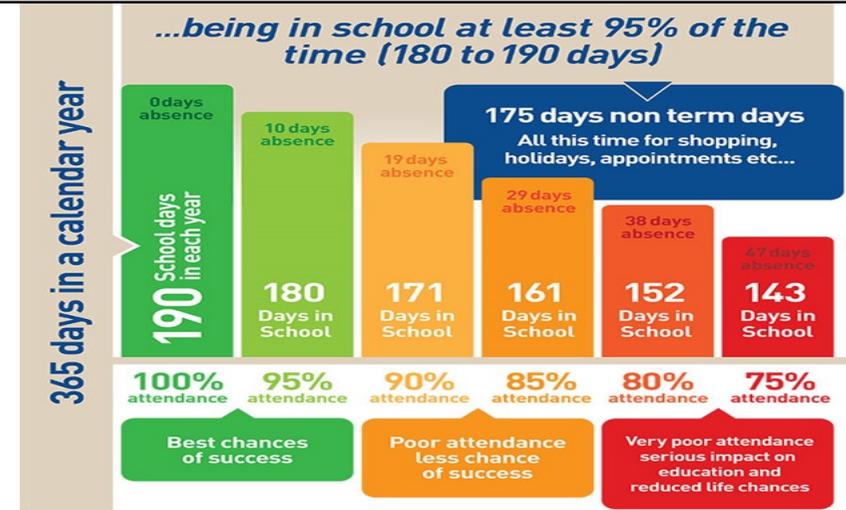
The school aims to promote good attendance and punctuality by developing and applying consistent and fair procedures.

Going for Gold: Attend Today, Achieve For The Future.

As part of our initiative to constantly improve and recognise good attendance, we are introducing our **Going for Gold: Attend today, Achieve for the Future** scheme. All children have the opportunity every half term to achieve a Bronze, Silver or Gold certificate and one of our specially designed badges providing they have achieved 96% or above. The presentation will take place in a celebration assembly and parents will be invited to attend.



Good Attendance at Pye Bank CE Primary means...



DID YOU KNOW? A two week holiday in term time means that the highest attendance you can achieve is 94.7%

Punctuality

Your child has the best possible start if they arrive on time each morning. Children who arrive late on a regular basis often miss out on the introduction to the lesson and are then unsure as to what to do. We begin our days with phonics and spelling lessons for 20 minutes. If your child is often late they will miss all of these lessons and they will fall behind their friends. Classrooms are open from 8.45am and prior to this we have a breakfast club open from 8.00am where all of our pupils can receive a free breakfast.

Our School Day Is

KS1

School starts at 8.45am

School finishes at 3.10pm

KS2

School starts at 8.45am

School finishes at 3.20pm