Alverton Primary School

Attendance Policy

Source	
Date Written	September 2014
Reviewed On	November 2016 (amended)
Next Review Date	September 2018
I confirm that this policy has been reviewed and adopted by the Governing Body of Alverton Primary School. Chair of Governors Date	

Alverton Primary School

Attendance Policy

Introduction

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law. Alverton Primary School and Nursery fully recognises its responsibilities to ensure pupils are in school and on time, therefore having access to learning for the maximum number of days and hours.

Our policy applies to all children registered at this school and this policy is made available to all parents/carers of pupils who are registered at our school on our school website.

This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority.

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Headteacher and Governors at our school work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens.

Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations.

Although education is rightly free for children at the point of use it is not without cost. Indeed, we spend approximately £30 per day for every child who attends our school. We may well use this figure as a basis to provide parents with an approximate cost of pupil absence where we are concerned about a pupils attendance. Of course there is a much greater cost to a child who misses out on they education than this financial penalty.

Where children's attendance falls below 95% they may well be contacted by the School's Attendance Officer. A child whose attendance drops to 90% each year will, over their time at primary school, have missed two whole terms of learning. Children who have attendance below 90% fall into the category of Persistent Absentee and parents may well be referred the Education Welfare Service in order to address any issues there may be around this poor level of attendance.

Aims and Objectives

This attendance policy ensures that all staff and governors in our school are fully aware of and clear about the actions necessary to promote good attendance.

Through this Policy we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 95% attendance for all children, apart from those with chronic health issues, and a school average of 96.5%
- To reduce the percentage of children classed as Persistent Absentees to below 6% across the school
- To ensure that no group of children falls significantly below the attendance of the whole school.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.

- Ensure that our policy applies to Reception aged children in order to promote good habits at an early age.
- Work in partnership with pupils, parents, staff and the Education Welfare Service so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff, but especially class teachers, in promoting good attendance.

We maintain and promote good attendance and punctuality through:

- Raising awareness of attendance and punctuality issues among all staff, parents and pupils.
- Ensuring that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Maintaining effective means of communication with parents, pupils, staff and governors on school attendance matters.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance.
- Developing and implementing procedures to follow up non-attendance at school.

Definitions

Authorised absence

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer.
For example, if a child has been unwell and the parent telephones the school to explain the absence.

Only the school can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised.

Unauthorised absence

An absence is classified as unauthorised when a child is away from school without the permission of the school. Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

Procedures

Our school will undertake to follow the following procedures to support good attendance:

- To maintain appropriate registration processes.
- To maintain appropriate attendance data.
- To communicate clearly the attendance procedures and expectations to all staff, governors, parents and pupils.
- To have consistent and systematic daily records which give detail of any absence and lateness.
- To follow up absences and persistent lateness if parents/carers have not communicated with the school.

- To inform parents/carers what constitutes authorised and unauthorised absence.
- To strongly discourage unnecessary absence through holidays taken during term time.
- To work with parents to improve individual pupils' attendance and punctuality
- To refer to the Educational Welfare Service any child whose attendance causes concern and where parents/carers have not responded to school initiatives to improve.
- To report attendance statistics to Cornwall LA and the DfE where requested.
- All staff should be aware that they must raise any attendance or punctuality concerns to the Leadership Team with responsibility for monitoring attendance.

Responsibilities

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

Class teacher

Class teachers are responsible for:

- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers
- Informing the Leadership Team where there are concerns and acting upon them
- Providing background information to support referrals
- Monitoring follow-up once actions have been taken to correct attendance concerns
- Emphasising with their class the importance of good attendance and promptness
- Following up absences with immediate requests for explanation which should be noted inside the register
- Discussing attendance issues at consultation evenings where necessary

Headteacher/Attendance Officer

The Headteacher/Attendance Officer is responsible for:

- Overall monitoring of school attendance
- Trends in authorised and unauthorised absence, including those of identifiable groups (e.g. SEN, PP, EAL children etc.)
- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues
- Monitoring individual attendance where concerns have been raised
- Making referrals to the EWO service
- Providing reports and background information to inform discussion with the school's EWO
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.

Parent Partnership Officer

The Partnership Partnership Officer is responsible for:

- Providing support, challenge and advice to parents over attendance issues
- Signposting parents to appropriate agencies for specific levels of support
- Setting up school based systems to enable pupils to attend school more regularly and punctually
- Liaising with class teachers, the Attendance Officer etc. in order to support good attendance for individual children.

Administration staff

Staff in the School Office are responsible for:

- Collating and recording registration and attendance information.
- Taking and recording messages from parents regarding absence
- Ensuring the Absence/Late Book is completed
- Contacting parents of absent children where no contact has been made.
- Recording details of children who arrive late or go home during the day
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers and reporting concerns to the Headteacher
  Sending out standard letters regarding attendance

Parents

Parents/Carers are responsible for:

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- Contacting the school office on the first morning of absence.
- Informing the school in advance of any medical appointments in school time. For the absence to be recorded as a medical absence we do require evidence from the doctor or dentist. (Appointment card/letter)
- Making requests for authorised absence in term time, only if absolutely necessary as these are not automatically authorised.
- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.

Registration

All the school doors open at 8.45am until 9am. This time is sufficient for all pupils to come into their classroom.

Each class teacher has the responsibility for keeping an accurate record of attendance. Any pupil who is absent must be recorded at the beginning of the morning and afternoon session. The attendance register must be completed by the class teacher by 9.10am and by 1.25pm. (Attendance code / and \ for pupils who are present) This will normally be completed using the Registration module in our eSchools system.

These registers are to be completed electronically using the eSchools system. If this system is unavailable for any reason then a paper copy of the register will be provided by, and should be returned to, the School Office.

All attendance records are documented using SIMs software, which is supported by the Local Authority. Attendance registers are legal documents and these must be kept secure and preserved for a period of three years after the date they were last used.

Lateness

Once the doors are closed at 9am the only way to get into school is via the school office. Any pupil who comes into school this way from 9am will be marked as late; in the attendance record.

Records are kept of those pupils who are late, this is documented on the electronic register for each pupil (Attendance code L). Any child who arrives for school later than 9.30am will be marked as having an unauthorised absence for the morning. (Attendance code U).

Children who have attended a dentist or doctor's appointment and subsequently come to school later than 9.10am will have the absence recorded as a medical absence (Attendance code M).

Children who are persistently late miss a significant amount of learning, often the most important aspect, as the beginning of the day is where the teacher explains the learning and what each child is expected to achieve.

Where there have been persistent incidents of lateness, parents/carers will receive a letter advising them of the concerns and the school will provide opportunities for parents/carers to seek support and advice to address these issues.

Absences

Parents/carers should contact the school on the first day of their child's absence. When parents/carers notify us of their child's absence it is important that they provide us with details of the reason for their absence.

All absences are recorded as either authorised or unauthorised absences on our records. It is important that we receive accurate information from parents with reasons for the child's absence. This information is used to determine whether the absence is authorised or unauthorised. The Headteacher has the responsibility to determine whether absences are authorised or unauthorised.

Where we have not received reasons for a child's absence then we send a letter requesting these details to parents/carers to complete. If this letter is not completed and returned by the specified date then the absence will be recorded as an unauthorised absence (Attendance Code O)

First Day Contact

Where a child is absent from school and we have not received any verbal or written communication from the parent, then we initiate a first day contact process. Office staff check all of the registers from 9.15am to 9.45am on a daily basis, to identify those pupils who are absent. There are occasions when we are unaware why the child is absent and we will contact the parent to check the reasons for the child's absence.

Illness

When children have an illness that means they will be away from school long term, the school will do all it can to send material home, so that they can keep up with their school work.

If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services to see if arrangements can be made for the child to be given some home tuition outside school.

Where over the course of an academic year, a child has repeated periods of illness, the school will write to parents to ask them to provide medical evidence for each future period of illness related absence. This evidence could be a Doctor's note, appointment card or copy of a prescription. We may seek written permission from you for the school to make their own enquiries.

The school has also established a partnership with local GP Surgeries called the Learning Well Partnership. This enables schools and GPs to liaise directly where it is considered that their are safeguarding concerns which may be affecting a child's attendance.

Parental Request for Absence from School for Holiday

With effect from September 2013 the government abolished the right of headteachers to authorise absence specifically for holidays of up to 10 days per year if special circumstances exist.Instead, headteachers will only be allowed to grant leave of absence for any reason if they are satisfied exceptional circumstances exist.

A copy of the Parental Request for Leave of Absence during Term Time form is attached as Appendix 1.

Addressing Attendance Concerns

The school expects attendance of at least 95% for each child.

The School has set the following targets for 2016/2017

	2016/17 Target	*National 2015/16*	*School 2015/16*
Overall Absence Level	3.5% (96.5% Attendance)	*3.9%*	*5.2%*
% of Persistent Absentees	<6%	*8.8%*	*9.8%*
% Boys Absence	3.5% (96.5% Attendance)	*3.9%*	*3.4%*
% Girls Absence	3.5% (96.5% Attendance)	*3.9%*	*5.4%*
PP % Absence Level	3.5%	*6.7%*	*6.9%*
SEND % Absence	4%	*4.1%*	*5.1%*

In addition to the overall percentage of absence that a pupil has from school, we will also consider the percentage of 'Broken' or incomplete weeks for each pupil. Where this percentage of "Broken' weeks exceeds 18% the Attendance Officer may well request a meeting with parents to discuss attendance concerns.

It is important for children to establish good attendance habits early on in their primary school career. It is the responsibility of the Headteacher and the governors to support good attendance and to identify and address attendance concerns promptly. In primary school we rely upon parents to ensure their child attends school regularly and punctually and therefore where there are concerns regarding attendance parents are always informed of our concerns. Initially concerns about attendance are raised with parents via letters which are sent home.

There will be opportunities for the parent/carer to discuss reasons for absence and support to be given by the school with the aim to improve attendance. Where a child's attendance record does not improve over a period of time then the school has a responsibility to make a referral to the Educational Welfare Service.

The Education Welfare Service (EWS) will issue penalty notices to parents where there has been a referral to EWS from the school as part of the school's processes to address poor attendance patterns.

In addition, education-related parenting orders are available by direct application by a school or LA to the Magistrates' Court as an ancillary order following a successful prosecution by the LA for irregular attendance or breach of a school attendance order.

The Education Welfare Officer visits once a term to check and monitor attendance. They carry out regular register checks to identify children with low attendance (usually below 95%). They workswith the school to improve attendance and may issue fixed penalty fines if attendance support meetings held by the school do not improve attendance.

Prevent Strategy

We will be mindful of the Prevent Agenda and guidelines when assessing possible causes for pupil absence. Where concerns exist we wildcat in accordance with the Prevent Policy and current guidelines.

Strategies to promote Good Attendance

The school operates a number of initiatives to promote good attendance, these include:

Weekly Attendance League

- A weekly attendance League which is published for parents in the Friday News and displayed for parents outside of the main pupil entrance
- The class with the best attendance each week receives a certificate, a 'free' playtime and a Book Bank Voucher to purchase a new class book as part of the Friday Assembly.
- All children from the winning class are entered into an Attendance Raffle during the Friday assembly with the prize being a family ticket to the local Merlin Cinema.
- All classes who have attendance which is higher than the average achieved by the staff during the past week also receive a 'free' playtime

	ATTENDANCE LEAGUE	ATTENDANCE % LAST WEEK	
1st	KENIDJACK	100%	✓
2nd	OWLS	97.5%	✓
3rd	TRENCROM	96.2%	✓
4th	PUFFINS	96.1%	✓
5th	STAFF	96.1%	
6th	BODRIFTY	95.3%	
7th	KINGFISHERS	94.3%	
8th	BOSIGRAN	92.3%	
9th	KERRIS	90.0%	
10th	LANYON	87.8%	
11th	CHOUGHS	85.9%	
12th	ROBINS	73.3%	

Alverton Attendance Challenge

- This is an ongoing challenge which lasts for the academic year.
- The challenge has the following categories which are linked to attendance percentages and equated to the number of days absent.
- It is intended to offer more flexibility than the traditional 100% 'Perfect Attendance Award', allowing for short periods of unavoidable illness etc. whilst maintaining the motivational aspect.
- Certificates and Prizes will be awarded at the end of the year to children who achieve the Bronze, Silver and Gold standards of attendance. This will include a raffle for the main prizes (where possible donated by sponsors).
- Reports to parents at each termly teacher consultation meeting detailing their child's current attendance grade using the Challenge Levels, with a discussion about how this might be improved.
- Use of the Parent Partnership Officer to support those parents whose children are falling below expected levels where necessary.
- There is flexibility in the system to discount absence (within the challenge) for pupils who suffer from long term or serious medical conditions which require specialist appointments etc.

	Days Absent	Absence %	Hours of Learning Missed	Probable Impact on Pupil
Gold	up to 3	98-100	0 to 18	Best chance of success for a child. They are much more likely to achieve well with the higher levels of attendance
Silver	up to 5	97-97.9	24 to 30	
Bronze	up to 9	95-96.9	36 to 54	
Requires Improvement	10 to 13	94.9 - 93.1	60 to 78	This may well impact upon pupil achievement
Significant Concern	14 to 18	93 - 90.1	84 to 108	Much less chance of reaching potential
Persistent Absentee	19 +	90 or less	114 +	Serious impact upon chances of success

Education is not Free

- A school campaign to reinforce the idea that Although education is rightly free for children at the point of use it is not without cost. Indeed, we spend approximately £30 per day for every child who attends our school.

Monitoring Attendance

Our office staff has the responsibility for ensuring that all of the attendance data is accurately recorded on the SIMs attendance software. Regular meetings are held with the Headteacher to discuss all attendance concerns and appropriate actions are taken following these meetings such as letters sent to parents or meetings arranged to discuss attendance concerns with parents.

APPENDIX 1

Alverton Primary School

Family holidays and extended holidays during term time.

Amendments to the 2006 regulations have removed references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Head Teachers may not grant any leave of absence during term time unless there are ***exceptional circumstances.*** The Department for Education (DfE) now states that Head Teachers should determine the number of school days a child can be away from school – if leave is granted.

In considering whether or not to authorise leave for a family holiday, the school will consider each case individually, taking into account a child's overall attendance and the reason for the holiday. Leave of absence forms can be obtained from the school office and all requests should be submitted to the school office at least two weeks before the first day of intended absence. Head Teachers have the discretion to grant leave, but they should only do so in exceptional circumstances. If a Head Teacher grants a leave request, it will be for them to determine the length of time that the child can be away from school.

Each situation will be considered individually.

If a pupil goes on holiday during term time without permission, their absence will be recorded as unauthorised. Parents can be fined for taking their child on holiday for a second or subsequent period during term time without consent from the school, in accordance with Cornwall Council's **Family holiday application form**

Request for a child to go on a family holiday during term time

(Please read the notes on the back of this form before you fill it in.)
Section A

- Child's name: …….. Class: ……

- First day of absence from school: ……

- Last day of absence from school: …….

- Total number of days absent: ……

- Is this your only family holiday this year? Yes/No

Why are you planning your holiday during term time? Please include any information you would like us to consider.

Section B – please fill in this section if it is difficult for you to take time off work during the school holidays. Otherwise, go to Section C.

Name of parent or carer whose job affects when you go on holiday:

Name and address of employer:

Job title:

Please explain why it is difficult for you to take time off work during school holidays or attach your conditions of employment.

Please turn over to continue

Section C

I have read the attached notes. The information I have given on this form is correct.

Signature of parent or carer: Date:

Section D – *for school use only*

Request approved/not approved: Date:

Reasons:

Headteacher's signature: Date:

Notes on application for a family holiday

Planning your holiday
We publish the dates of school terms well ahead. This is to help you plan your holidays. When you book your holiday, please check that it does not clash with the school term.

The value of regular attendance
Your child must attend school regularly, especially to gain qualifications for their future employment. Research shows that pupils perform better if their parents or carers emphasise the importance of attending school.

Your legal responsibilities
You have a legal duty to make sure your child attends school regularly and punctually. The school and the Local Authority monitor your child's attendance and will take action if it is poor.

Absence for a family holiday
The Government recommends that family holidays are taken outside school terms. Head Teachers will sometimes give permission for a pupil to go on holiday during term time. The Head Teacher will consider the reasons for the holiday, the pupil's past attendance, and the effects the absence will have on the pupil's learning. The Head Teacher will not normally give permission simply because holidays cost less during term time.
Head Teachers have the discretion to grant leave, but they should only do so in exceptional circumstances. If a Head Teacher grants a leave request, it will be for them to determine the length of time that the child can be away from school. This leave is unlikely, however, to be granted for the purposes of a family holiday.
Parents can be fined for taking their child on holiday during term time without consent from the school.

Applying for absence because of a family holiday
It is not normally possible for the Headteacher to authorise family holidays, except in 'exceptional circumstances'
If you decide to take your family holiday during the school term, please fill in the form over the page. Please do not assume that you will automatically get permission for the absence because you have filled in the form. Please wait to hear if the Head Teacher agrees to your request. If you decide to proceed with a holiday which has not been authorised then you could face a possible fine from the Local Authority.

Warning
If you take your child out of school without permission you will be committing an offence under the Education Act 1996. We may refer the matter to the Education Welfare Service who may decide to prosecute. A conviction may result in a fine of up to £2,500, a prison sentence of up to 3 months or both. Alternatively, a penalty notice may be issued under Section 444A and 444B of the Education Act 1996. This carries a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the penalty notice will result in Court action.

Appendix 2

REGISTRATION CODES

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised Absence
D	Dual Registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised Absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised Absence
H	Family Holiday (agreed)	Authorised Absence
I	Illness (not medical or dental etc. appointments)	Authorised Absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised Absence
N	No reason yet provided for absence	Unauthorised Absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised Absence
P	Approved Sporting Activity	Approved Education Activity
R	Religious Observance	Authorised Absence
S	Study Leave	Authorised Absence
T	Traveller Absence	Authorised Absence
U	Late (after register closed)	Unauthorised Absence
V	Education Visit or Trip	Approved Education Activity
W	Work Experience	Approved Education Activity
X	Non-Compulsory School Age Absence	Not Counted in Possible Attendances
Y	Enforced Closure	Not Counted in Possible Attendances
Z	Pupil Not Yet On role	Not Counted in Possible Attendances
#	School Closed To Pupils	Not Counted in Possible Attendances

Appendix 3 - Attendance Letters to Parents

REVIEW OF PUPIL ATTENDANCE

Date: 7/7/16

Dear

I am writing to to highlight concerns that we have about your child's current level of attendance.

As part of our Pupil Welfare procedures, we carry out a regular pupil attendance analysis. In accordance with government guidance and feedback from the Cornwall Education Welfare Officer, we are required to contact parents where a child's attendance has become a significant concern.

Pupils only attend school for 190 days in any one school year which means that a pupil missing 20 days will fall into the category of Persistent Absentee as defined by the Department for Education (less than 90% attendance). This is a serious level of absence.

The table below shows the attendance thresholds which we use to assess attendance.

Attendance Grade Thresholds					
Gold	Silver	Bronze	Requires Improvement	Significant Concern	Persistent Absentee
Attendance 100-98%	Attendance 97-97.9%	Attendance 95-97.9%	Attendance 93.1-94.9%	Attendance 90.1-93%	Attendance Below 90%
0-8% of Broken Weeks*	9-11% Broken Weeks*	13-18% Broken Weeks*	19-21% Broken Weeks*	22-24% Broken Weeks*	25% or more Broken weeks*
The best chance of success for your child. They are much more likely to achieve well with good attendance			*This level of absence may well impact upon a pupils*	*Children have much less chance of succeeding or reaching their potential*	*A serious impact upon their education and chances of success.* ***Parents liable to legal action or fines.***

*A broken week is any incomplete week in a school year

The most recent review for your child showed the following attendance:

Attendance Grades for …						
Attendance Challenge Grade	Gold	Silver	Bronze	Requires Improvement	Significant Concern	Persistent Absentee
2015-16 %						*88%*
2015/16 B/W						
2016-17 %						**75%**
2016/17 B/W						**63%**
Days missed in year to date	1 2 3 4 5 6 7 8 9 10	11 12 13	14 15 16 17 18	19 20		
The approximate cost of days missed this year (at £30 per day is) £						

We need to make you aware that significantly low attendance does have a real impact on pupil learning and development and that parents may **face a fine or legal action** where their child's attendance is significantly below the levels expected.

We fully appreciate that receiving this letter can be a shock for some parents. We want to reassure you that we are aware that there can be one or more genuine circumstances that have combined to contribute to this particular attendance rate and for many pupils, their attendance may well improve in the coming terms. However, if for any reason their attendance does not improve I will have no choice but to make a referral to the Local Authority Education Welfare Officer who will then take the appropriate action to ensure that attendance improves in line with the Education Act 1996. This states that.

Section 444(1) Education Act 1996 - If the child is absent without authorisation then the parent is guilty of an offence. This is a strict liability offence i.e. all that needs to be shown is a lack of regular attendance. Sanctions can include a fine of up to £1000.

Section 444(1A) Education Act 1996 - an aggravated offence. If the child is absent without authorisation and the parent knew about the child's absence and failed to act then the parent is guilty of an offence. Sanctions can include a fine of up to £2500 and a prison sentence of up to 3 months.

We are always happy to offer whatever help or support we can, and would therefore request that you contact the school office in order to arrange a suitable time to meet with me in order to discuss the attendance issues raised above should you wish to do so.

Thank you for your support in this matter.

Yours sincerely,

Martin Higgs
Headteacher

ALVERTON SCHOOL

Appendix 4 - PARENTING CONTRACT

This is a voluntary agreement entered into by

Parent(s) Names :

Parent of : D.O.B.

and the Governing body of Alverton School

From to .

The purpose of this agreement is to support your child to achieve the best of their ability at school.

By signing this contract you agree to:

1.

2.

3.

The school will help you to fulfil this contract by:

a)

b)

c)

Signed (Parent) Date

Signed (on behalf of the Governing Body) Date

Appendix 5 - Persistent Late Arrival at School

Dear

Re: Persistent Lateness

I am writing to inform you that your child, , is persistently late for school.

Between (date) and (date) he/she was late on …. occasions and has missed …. hours of education.

When pupils arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability. Your child may also feel awkward arriving in the classroom when everyone else has settled. Furthermore, when one pupil arrives late it disrupts the entire class and the class teacher, potentially compromising everyone's education.

If there is anything we can do to help you and your child to arrive on time and avoid further lateness, or you would like to discuss this matter further then please contact the school office in order to arrange a meeting. Please note that further lateness or unauthorised absences may result in this matter being referred to the Education Welfare Service.

Yours sincerely,

Martin Higgs

Headteacher