

Strategies to promote Good Attendance

Weekly Attendance League

A weekly attendance League 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 parent & child 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

Alverton Attendance Challenge

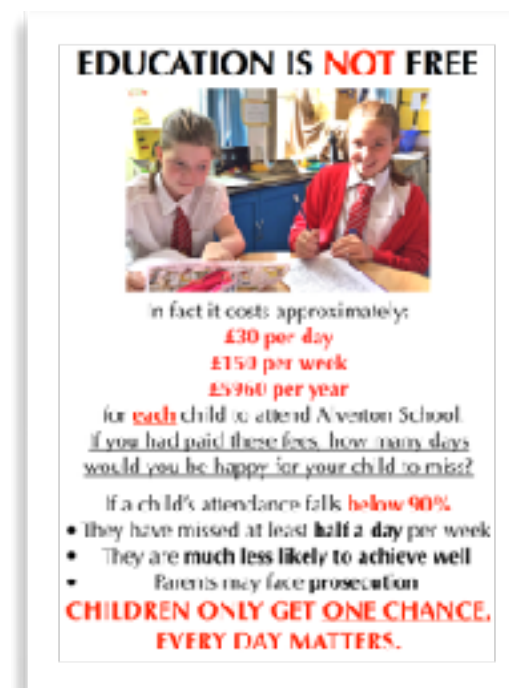
This is an ongoing challenge which lasts for the academic year. The challenge has the following categories (below) which are linked to attendance percentages and equated to the number of days absent. This is intended to offer more flexibility than the traditional 100% 'Perfect Attendance Award', allowing 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 will detail their child's current attendance grade using these Challenge Levels, with a discussion about how this might be improved. There is flexibility in the system to discount absence (within the challenge) for pupils with long term or serious medical conditions which require specialist appointments etc.

If you are experiencing difficulty in getting your child to school on a daily basis it is important that you tell us. We will always try to help.

	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



Alverton Primary School



ATTENDANCE

Parent Guide

Number 9

Arrival at school

The school doors open at 8.45am until 9am. Pupils arriving on the school grounds before 8.45am cannot be supervised unless they attend our Breakfast Club

Punctuality

Arriving at school on time gives your child a great start to the day, putting them in a positive frame of mind to make the most of the day's learning and activities. The school doors open at 8.45am to give your child plenty of time to arrive and settle before the formal start to the school day at 9am.

If your child arrives after the hall door has closed at 9am, they need to come to reception to sign in at the school office. Parents will be asked to sign the late book to confirm their child's late arrival and the reason for this.

Arriving in school after register closes at 9.30am counts as an unauthorised absence and will show on your child's attendance record.

Collecting your child from school

We all understand that sometimes parents can be unavoidably delayed when collecting their child from school and we appreciate the phone calls to the office telling us if this is the case so that we can let your child know and avoid any worries.

However, if children are late being collected at the end of the day, we will ask the person collecting them to sign our late book and give the reason for this.

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.

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.

Where over the course of an academic year, a child has repeated periods of illness, the school will contact parents to ask them to provide medical evidence for each future period of illness related absence.

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 can be obtained from the office.

Addressing Attendance Concerns

In primary school we rely upon parents to ensure their child attends school regularly and punctually, and therefore concerns about attendance are initially raised with parents.

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 Officer (EWO) visits once a term to check and monitor attendance. They carry out regular register checks to identify children with low attendance (usually below 94%).

The EWO may issue fixed penalty fines, or seek to prosecute parents where, despite support being provided, parents fail to ensure that their child attends school regularly.

IF YOUR CHILD MISSES SCHOOL ON A REGULAR BASIS IT MAY:

- Seriously hinder your child's learning and their ability to do well and achieve their potential.
- Affect their confidence to attempt new learning and their ability to work and learn alongside others in general and as a result develop reluctance or indeed refuse to attend school
- Disrupt your child's routines and make them feel vulnerable on their return to school
- Cause disruption to teaching routines (if teachers need to revisit previous learning) and as a result affect the learning of other children in your child's class
- Affect their ability to make and sustain friendship groups which may lead to your child becoming disillusioned with school and education as they get older.
- Lead to you, as the parent / carer, facing legal and financial consequences. Please remember that you have a legal duty to ensure your child attends school on a regular basis.