Palterton Primary School promotes the view that regular attendance is important to ensure the best possible learning outcomes for all of our children.

**Aims:**

To raise attendance

Improve punctuality

To raise level of achievement

Maximise opportunities both in school and in later life.

**Reasons for absence**

Parents and carers are asked to contact the school office by phone or in person if their child needs to be absent from school.

**Authorised absences include:**

Sickness, hospital, doctors, dentist & clinic appointments, religious holidays, and funerals. Medical appointments should be arranged where possible outside the school day. Where this is not possible it is expected that pupils only miss part of the day.

**Unauthorised absences include:**

Shopping, visiting relatives, buying shoes, going for a haircut, parent/s/siblings unwell, waiting in for delivery/plumber/electrician, day off at end/beginning of term, extended family holidays.

**Holidays**

The school supports the view that every lesson counts and discourages parents from taking holidays in term time. However, there may be circumstances when this is unavoidable.

All holiday requests must be made in writing to the Headteacher two weeks prior to the holiday being taken.

No holiday requests will be granted during the week in May in which S.A.T.'s take place for year 2 and year 6.

Notification of the date will be given to parents as early as possible in the academic year.

Any holiday application for a child with less than 80% attendance for whatever reason will be refused. Between 80% and 90%, a meeting will be arranged with the head. For authorisation to be considered we would expect the pupil's attendance to be over 90%.

**Lateness**

School doors open at 8:55am
School starts at 9.00am
Lateness is classed as any child coming into school between 9.00 am and 9:20am.

All children arriving after 9.00 am must report to the office.

After 9:20 it is classed as an unauthorised absence.

Lateness is monitored monthly. Where children have persistent lateness problems the head will invite the parents into school to a formal meeting.

**Monitoring and Evaluation.**

Throughout the year parents will be kept informed of school expectations and procedures through information, flyers and newsletters.

Annually

Pupils with 100% attendance are presented with a certificate.

**Procedures:**

Registers of all classes are kept and monitored by the office staff daily.

Log's are kept of all children who arrive late.

Log's are kept of all children daily for whom no notification for absence has been received and of phone calls made to parents.

This policy will be reviewed annually

Reviewed September 2021

# Palterton Primary School

# Attendance Policy

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