

Pye Bank CE Primary School



Attendance Policy 2023/2024 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.

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

The school aims to promote good attendance and punctuality by developing and applying consistent and fair procedures. As part of our initiative to



constantly improve and recognise good attendance, we are continuing 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 95% or above. The presentation will take place in a celebration assembly and parents will be invited to attend.

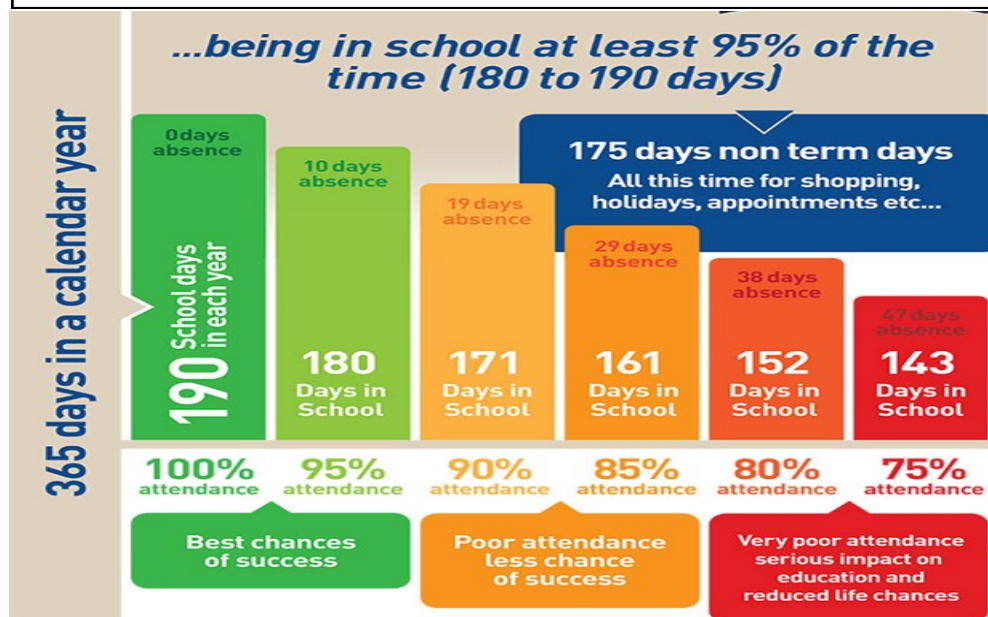
The class with the best attendance at the end of the year and all children who have achieved 100% attendance will take part in a special celebration event.

At the end of each half term the class with the best attendance in each key stage will take part in our spin the wheel activity, to win a fun activity with their class teacher.

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 when possible and bringing your child back to school after an appointment if they are well enough.
- Not taking family holidays during term time.

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.

Entrance into school will be staggered from 8.40am –8.55am to ensure that the adults and children can distance appropriately. Classrooms will be open from 8.40am and prior to this our breakfast club is open from 8.00am where pupils can receive a free breakfast, however places will be bookable in advance .

There are no changes to the finish times and they are as follows:

Foundation Stage and Key Stage 1 finish at 3.10pm

Key Stage 2 finish at 3.20pm

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.

School closures due to Covid 19 make it imperative that children do not take a term time leave of absence, continued absence could have a detrimental impact to their learning.

Term Time Leave

The current law does not give parents any entitlement to take their children out of school for a holiday during term time. Any application for leave must only be in exceptional circumstances and the Headteacher must be satisfied that the circumstances are exceptional and warrant the granting of leave. In exceptional circumstances, a request for absence must be made in advance to the Headteacher who will inform you of her decision, prior to booking your term time leave. If a request for leave is not authorised by the Head Teacher and the child goes on term time leave, the absence will be recorded as unauthorised. We are required by law to report unauthorised absences to the Local Authority. The regulations do stipulate that fixed penalty fines will be issued and parents will have pay £60 within 21 days or £120 within 28 days. Fixed penalty notices will be issued to all parents who have parental responsibility. This means that, under the new regulations, both the Mother and Father of a child will receive separate fines. In some circumstances your child may also be at risk of losing their school place.

Support Is Available

If you are struggling for any reason with attendance or punctuality please speak to a member of the Pastoral Team or telephone on 2760472 and ask for Zabeda.