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***Banks St. Stephen’s Church of England Primary School***

***“Belonging, Serving, Succeeding”***

Vision for Banks St. Stephen’s Church of England Primary School

“We actively promote a sense of pride in belonging to this community. Leading by example, we seek opportunities to serve God by serving others.  We are ambitious for each individual and determined to enable every member of the school community to flourish and succeed.”

Child Friendly Attendance Policy

**Why Attendance Matters**  
At our school, we want every child to learn, grow, and do their best! Coming to school every day helps you:

* Learn new things
* Make friends
* Get ready for the future

Our school target is **96% attendance**, but we encourage everyone to aim for **100%!**

**When Should You Come to School?**  
You should come to school **every day** unless you are really unwell or have an important reason.

* School starts at **8:45 am** – be on time!
* School finishes at **3:15 pm**

**What If You Are Sick?**  
If you are too sick to come to school, your parent or carer must tell us by **9:30 am**. They can:

* Call: **01704 225332**
* Email: [**bursar@bank-st-stephens.lancs.sch.uk**](mailto:bursar@bank-st-stephens.lancs.sch.uk)

**Being Late**  
Being on time is very important! If you arrive after **9:00 am**, go to the school office to sign in.

* If you are late but before **9:30 am**, you will be marked late.
* If you arrive after **9:30 am** without a good reason, it will count as an absence .

**Holidays in Term Time**  
Holidays should not be taken in school time. If you need time off, your parents must ask the headteacher in advance. Only **exceptional circumstances** will be approved.

**What Happens If You Miss Too Much School?**  
We understand that sometimes it can be hard to come to school. If your attendance drops below **96%**, we will try to help you:

1. **Stage 1:** A friendly chat to see how we can support you.
2. **Stage 2:** A meeting with your parents to find solutions.
3. **Stage 3:** A meeting with the headteacher if things don’t improve.
4. **Stage 4:** A formal attendance contract if needed.

If things don’t improve, we may have to involve the local council.

**Rewards for Good Attendance**  
We love to celebrate great attendance! You can earn:

* Certificates
* Prizes
* Special rewards such as days out

**Let’s Work Together!**  
Your teachers, parents, and school staff are here to help. If you are struggling, let’s talk!

**Contact Us**

* **Office Manager:** Mrs Ousey ([bursar@bank-st-stephens.lancs.sch.uk](mailto:bursar@bank-st-stephens.lancs.sch.uk))
* **Headteacher:** Mr Allen ([head@bank-st-stephens.lancs.sch.uk](mailto:head@bank-st-stephens.lancs.sch.uk))