

## Attendance Policy Parent Version

(updated Sep 2020)

### AIMS

- Raise attendance levels
- Introduce procedures which will have a positive impact on attendance
- Staff to create a welcoming environment so that children want to attend school
- Support parents to ensure that children arrive to school on time, ready to learn

### EXPECTATIONS

All pupils will attend school

- Everyday
- Punctually
- Appropriately prepared

## Absence Procedures

### Parents

We ask that you:

- Ring on day of absence by 9.30am at the latest
- Provide a note detailing the reason for absence on first day back
- Notify school immediately if any contact details change.

### School

We will

- Ring/text you if we have not heard from you by 9.30am
- May undertake a home visit if we have not heard from you by 10.30am
- A visit letter will be left if we are unsuccessful.
- If we still don't hear within 2 hours, we may contact the police to complete a welfare check.

### Rewards

*At the end of each term -*  
**100% - certificate and chocolate treat**

**96% - certificate and a smaller treat**

*End of year -*  
**100% - certificate and £10 voucher**

Mrs Goodall is our Pastoral Lead and monitors attendance and punctuality. Please contact her if you have any concerns.