

Child Friendly Attendance Policy

1. Reasons to attend school

- 1.1. Going to school helps you to learn new things and make friends.
- 1.2. Taking part in school activities and clubs is fun.
- 1.3. Going to school every day improves your chances of getting a job when you're older.
- 1.4. Being part of a class helps you to get on with other people and make a group of friends.



- 1.5. Going on school trips help you to learn about the big, wide world outside of your local community.



- 1.6. Going to school means you will get to see your friends.

- 1.7. Good attendance at school is rewarded.

- 1.8. Purposely missing school is called truancy. This is against the law.

- 1.9. Being at school and keeping busy might help you sleep better

at

night.

2. Why is it bad to not attend school?

- 2.1. If you don't attend school regularly, you may:

- Get bad habits, e.g. being anti-social.
- Become lazy or bored.
- Get your parents into serious trouble.
- Fall behind with your learning.
- Not make as many friends.
- Not get to see your friends very often.
- Miss out on fun events, such as school trips and celebrations.



3. Rewards

- 3.1. Our school has a reward system in place for good attendance.
- 3.2. Pupils should aim to attend school on at least 96% of the days they are expected to.
- 3.3. Attendance certificates are handed out in celebration assemblies once a term to pupils with good attendance.
- 3.4. Rewards are provided at the end of the school year for pupils with 100 percent attendance.
- 3.5. Weekly we celebrate the class with the best attendance who receive ice lollies
- 3.6. Weekly 100 percent reward badges are issued on Marvellous Me.



What if you can't come to school?

- 3.7. You should always attend school unless you are really ill/injured, or there is something else stopping you from attending, such as a funeral.
- 3.8. If you cannot attend school, you need to make sure the school knows that you cannot come in by getting a parent to do one of the following:
 - Ringing the school office
 - Emailing the school office
 - Writing a letter on the first day you cannot attend and sending it to school



- Coming to the school office and explaining in person
- 3.9. It is important that the school are told you will not be attending before 9am, so staff members know that you are safe.

3.10. You may need to hand in a note from the doctor to the school office.

4. What are you responsible for?

- 4.1. You must be in classes by 8:55am and 1:00pm every day, where the teacher will record that you are in school.
- 4.2. You must try to go to school every day that you are supposed to.
- 4.3. You should tell your parents if you do not feel well enough to go to school.
- 4.4. You must not leave the school during the day unless the head teacher has told you it is fine to do so and there is an authorised adult with you.
- 4.5. If your teacher gives you any work to do whilst you are off school, you must do this and give it to your teacher for when they have asked for it.
- 4.6. If you have been told that it is fine to leave the school during the day, you must sign out at the school office and sign back in again when you come back.

5. What are your parents responsible for?

- 5.1. Your parents must make sure you go to school if you feel fine and able to do so.
- 5.2. Your parents must tell the school before 9am if you cannot attend that day.
- 5.3. Your parents should promote good attendance at school.
- 5.4. Parents should try to book all doctor, dentist and hospital appointments outside of school time where possible.
- 5.5. If you need to go to a doctor, dentist or hospital appointment during school time, your parents must let the school know as soon as possible.
- 5.6. Parents must inform the school in advance if absences are required for religious reasons, including weddings and funerals.



6. What are the school responsible for?

- 6.1. The school will record your attendance every day.
- 6.2. When you are absent, the school will decide if it is 'authorised'.
- 6.3. If you are absent from school and don't report it to the school office, it will be recorded as an 'unauthorised absence'.
- 6.4. The school will keep an eye on your attendance and look out for any concerns.
- 6.5. Staff members are responsible for your safety and wellbeing whilst at school.
- 6.6. Staff members will take immediate action when they are concerned that you, or another pupil, are purposely missing school.

7. Truancy

- 7.1. Truancy is when you are absent for part, or all, of a school day, or longer, and you have not told the school why.
- 7.2. Truancy is against the law and those found doing so will be punished.
- 7.3. If a pupil is truant, the head teacher is told. The pupil's parents are then contacted in order to find out why the child is not attending school.
- 7.4. If a child is truant:
 - A letter will be sent to the parents of the pupil, telling them about the truancy.
 - The letter will warn them that any more unexplained absences could result in a punishment.
 - If the pupil is absent from school again without reason, then the school may give the parents a fine (this is an amount of money which the pupil's parents have to pay).

