

SALUSBURY PRIMARY SCHOOL ATTENDANCE POLICY

Attendance Expectations

At Salusbury we expect all children to have a minimum attendance of 95% and a maximum attendance of 100% (many children at Salusbury already achieve this). Therefore unless you have a very good reason for keeping your children at home we expect them to attend every day. This is particularly important in Nursery and Reception, so that your child develops a positive attitude to school (and in the future towards work). We set out these expectations in newsletters, parent induction meetings and yearly class meetings and also ask class teachers to mention any concerns about attendance and punctuality. Therefore if your children are off school and you have not told us why then someone in the office will ring you.

Poor attendance

- Prevents your children from learning
- Makes acquiring friends and social skills difficult
- Hinders good attainment and good progress

Good Attendance Defined

99 - 100% is excellent

97 - 98% is very good

94 - 95% is good

90 – 93% Needs to improve

85 – 89% is poor: we will send you letters asking you to improve.

84% or under is unacceptable except for very exceptional reasons. We will work with you and the Education Welfare Officer to improve your children's attendance.

If we do not know why your children are away, their absence is unauthorised and counts as truancy. We monitor attendance half-termly and write to all parents when we have concerns. All attendance figures go to the Local Authority, the Department for Education and governors, and go down in your children's end of year reports. Where children's attendance does not improve we refer them to the Education Welfare Officer, who will then contact you and make arrangements to visit your home to discuss your children's attendance with you.

Lateness

Please also make sure that your children arrive on time for school: if they are late, they miss out on their learning, and they often feel embarrassed and unsettled for the rest of the day.

Absence Procedures

Please ring the school office by 8.45am on the day, if your children are away and give us a very specific reason for absence ('ill' or 'sick' is not enough as we have to be very specific in what we write in school registers). We would also like you to tell us when you think your children will be returning to school. When children do return to school they need to bring a letter from you to the class teacher recording why they have been absent.

Lateness

Any children arriving after 9am in the morning are late and if your children arrive very late (e.g. half way through the morning) they may be marked absent for the whole morning. If your children are constantly late **please** try to leave home ten minutes earlier.

Children who come to school or go home on their own and/or are collected by others

Please send a signed letter to the school office giving permission for this to happen, otherwise we cannot allow children to go home on their own or with someone other than you.

Dental/Medical Appointments in School Time

While we know that it is difficult to make appointments out of school for dentists and doctors we would appreciate after school appointments wherever possible. If you do have to take your children to appointments in school time you will also need to let the office know in advance with a letter or card providing proof of the date and time.

Long Term Serious Medical Conditions

Many children with long term serious medical conditions attend school regularly and apply themselves to their school work but where your children need time off please let us know.

Term Time Holidays

While we appreciate all the reasons you may have for taking your children on holiday in term time we cannot give permission for these holidays and we have to treat them as unauthorised absence: the same applies to weddings and other celebrations and this is also Brent's policy. N.B. Religious holidays (e.g. Eid, Diwali, etc.) count as authorised absences.

Rewards

We have cups for classes with the best attendance/punctuality at KS1 and KS2 and we give out certificates at the end of any one term for 100% attendance (to allow for improvement).

One term: bronze

Two terms: silver

Three terms: gold

**DO YOU KNOW HOW MANY DAYS YOU HAVE HAD OFF SO FAR THIS YEAR?
DO YOU KNOW HOW YOUR ABSENCE AFFECTS YOUR ATTENDANCE?**

ATTENDANCE RATE	DAYS ABSENT FROM SCHOOL (over one full year)
100%	0
95%	10
90%	20
85%	30
80%	40