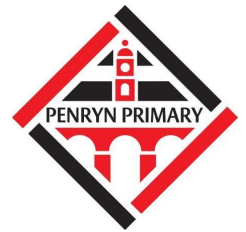




## Attendance Policy

July 2017

Learning  
Together



PENRYN PRIMARY ACADEMY

Treverbyn Rise,

Penryn TR10 8RA,

Telephone: Infant Site (01326 373290) Junior Site ( 01326 372438)

Email: [secretary@penrynprimary.org](mailto:secretary@penrynprimary.org)

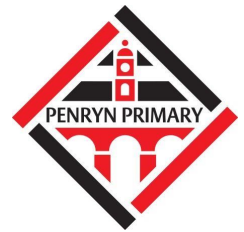
## Attendance Policy

### Registration arrangements and attendance

**At Penryn Primary Academy children's attendance and punctuality will be promoted and consistently monitored. In order that this happens the following procedures will be followed:**

#### Registration

- Children will be registered in class, by their teachers, at the start of the morning sessions and afternoon sessions.
- Where children arrive within the first 30 minutes of a session, they will be coded as late in the register using the L code.
- Where children arrive after the first 30 minutes but within the course of the session, they will be coded as unauthorised in the register using the U code.
- If a child has 10 unauthorised absence marks in the register (5 whole days) the Educational Welfare Officer will be contacted by the academy.
- The academy and Educational Welfare Officer will ensure that parents whose children are consistently late are made aware of the need for punctuality and court proceedings will be started at the academy's and EWO's discretion.



## Attendance

- When children are unwell or attending valid appointments the academy will require parents to tell office staff, either by phone or in person that their child is unable to attend school and a reason for this absence will be noted. The academy will request that medical appointments are made out of school hours. Where this is not possible, parents will be asked to produce an appointment card pertaining to the absence.
- If office staff have not been contacted regarding a child's absence by 10.30am, the academy will operate a first day calling system whereby the parents of all children marked as absent in the register will be contacted by phone and asked why the child is not in school.
- If a child has 10 or more unauthorised absence marks in the register (5 whole days) the Educational Welfare Officer will be contacted by the academy and court proceedings will be started at the academy's and EWO's discretion.
- Absence request forms will be available to parents. These forms will enable parents to request that their children be allowed holiday leave or time out of school to attend funerals, music exams or other similar events. Where a child's attendance is above 95%, the Head of School will authorise such requests up to a limit of ten days. In cases where children's attendance figures are below 95%, the Head of School will use their discretion in authorising absence but it is unlikely that authorisation will be given.
- Any request for absence above the ten day limit will be considered unauthorised irrespective of a child's attendance figure.
- The academy and Educational Welfare Officer will review all attendance data and figures half termly. Parents with persistently absent children, or children whose absences seem to follow distinct patterns, will be contacted and asked to work with the academy to improve their child's attendance.

## Promoting good attendance

- The academy will utilise face-to-face meetings and written correspondence in order to promote good attendance.
- Each week the name of the class with the best attendance figure will be published in the academy's newsletter.
- A termly prize will be given to the class with the best attendance.
- Children with 100% attendance will receive certificates at the end of each term.



### **The School Day**

	<b>Key Stage 1</b>	<b>Key Stage 2</b>
Breakfast Club	From 8.10am	From 8.10am
Morning Registration	9.00-9.10am	8.50-9.00am
Morning	9.10-12.00 noon	9.00-12.05pm
Lunch	12.00-1.00pm	12.05-12.50pm
Afternoon Registration	1.00-1.10pm	12.50-1.00pm
Afternoon	1.10-3.00pm	1.00-3.10pm

### **Nursery Sessions**

Session One	9.00–12.00 noon
Session Two	12.15-3.15pm