

# Arthur Bugler Primary School



## Attendance and Punctuality

*A guide for parents & carers*

Important Information for Parents / carers

Please ensure you pay particular attention to pages 4  
and 6 which highlight the use of penalty notices



# What we expect

**At Arthur Bugler Primary School we are working hard to promote excellent attendance and punctuality**

**In line with Government direction, our basic expectation for each pupil is at least 96% attendance**

## **Benefits of good school attendance**

Children with good attendance:

- Feel happier and gain in confidence
- Achieve more academically and keep up with work more easily
- Develop well socially and find it easier to make and keep friends
- Establish good educational habits and routines at an early age
- Are able to make a positive contribution to school life in general
- Are much more settled into school life.

**All of these are important life skills for your child**





## How do we promote, monitor, improve and maintain attendance?

There is a strong emphasis on excellent attendance and punctuality at Arthur Bugler Primary School

### Rewards:

We reward good attendance by:

- Awarding 'Class of the Week' to the highest class in each Key Stage in our weekly celebration Assembly. These classes are awarded the Attendance Cup, a class certificate, additional play time and it is noted in the newsletter.
- Children who make the most improvement in their attendance each half term are rewarded. Children who make the most improvement over the academic year will be invited to a celebratory event in July
- Children achieving 100% attendance at the end of the year will be invited to a 'special event' in July
- The names of award winners are published in the newsletter and key attendance information is displayed on our 'Attendance Board'





# Attendance Monitoring

**Every 3 weeks the school monitors the attendance and punctuality of all its pupils. We follow a 4 stage 'scale of escalation' which starts when a child's attendance falls below 96%**

**Stage 1** Letter to parents / carers

**Stage 2** Informal meeting with Mrs Rowland, the school's Learning Mentor

*At this stage you will be:*

- *Asked if there is any support you need that could help improve attendance*
- *Asked to provide evidence to support absence i.e. prescription, appointment letter/card or a note from your doctor*
- *Reminded about our escalation process including the risk of a penalty notice being issued or a stage 3 meeting for failing to ensure your child's attendance at school or providing the relevant evidence*

**Stage 3** Meeting with Mr. Bryant (Headteacher)

**Stage 4** Court action

**You will be advised of your child's attendance at our termly Parent Consultation Evenings**

If you have any questions or queries throughout the year, please do not hesitate to contact Mrs Rowland who will be happy to help.



# Authorised Absences

## Authorised Illness Absences

**We will authorise absence for:** infectious diseases, vomiting, diarrhoea, throat/chest infection etc.

We understand that there are times when children are clearly not well enough to be in school. However, there are also many times when they are kept off with minor illnesses, such as mild stomach ache, headache, coughs and sniffles, when they could have coped in school

**If you are in doubt, please send your child into school** while informing the class teacher or the school office so we can monitor them throughout the day. If your child is too unwell to remain in school, of course, we will contact you

***Top Tip:*** Try to talk to staff when your child is not in hearing distance. In our experience, children who overhear their parent's talking to us persist in saying they are not feeling any better



## Other authorised absences:

There are a number of other reasons when you may feel that you need to keep your children at home. However, only a handful of these reasons are likely to be authorised absences. These may include:

- A hospital or emergency appointment (we expect all other medical appointments be made outside of the school day)
- An unexpected family emergency
- A religious observance



# Unauthorised Absence

## Term Time Absence

If you are planning to take your child out of school during term time, please complete a 'blue absence form' available from the school office. Please note that we will not authorize term time holidays or visits abroad. Special circumstances will be considered but the Headteacher's decision is final.

### Penalty Notices

With effect from September 2014 the school may issue Penalty Notices for unauthorized term time leave. Currently the fine is set at £120 (or £60 if paid within 21 days)

If the fine remains unpaid after 28 days the Local Authority will prosecute for the offence to which the notice applies, with the exception of very limited circumstances when the notice may be withdrawn.

*Please note that penalty notices are issued for each child and to both parents/carers*

For more information please refer to the school's Attendance Policy

### Other Unauthorised Absence

Your child should not be absent if:

- The weather is bad
- They had a late night
- It is their birthday
- You have family visiting
- You need to go shopping

If you are poorly and cannot get your child to school please try to find a friend or relative that can help you out. However, if this is not possible, please ring the school office between 8.15am and 8.40am and we will endeavor to help.

Please be aware that Penalty Notices (as set out above) may also be issued in cases where unauthorized absences occur



# Punctuality



## Getting to school on time is very important

The school days begins at 9am – however, classrooms are open from 8.45am.

Between 8.45am and 9.00am there will be specific tasks to complete for children who are in school which will in turn support their learning. Children are then settled and ready to start their learning at 9.00am.

### If your child arrives after 9.05am he/she will be marked late

It is important that your child registers at the school office if they are late to ensure they receive their mark and that their dinner choice is recorded. Children arriving after 9.05am will be marked as an 'unauthorised late' and the school is able to prosecute using these marks



## Attendance Target

As a school we have set a target of 96.5% attendance for this year. We are confident that all children can hit this target and we look forward to working with all families to achieve this.

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***If you are have any questions or difficulties with school attendance please contact:***

***Mrs. Pauline Rowland (Learning Mentor)  
01375 677079 (option 1)***

# **‘Top Tips’ to help with attendance and punctuality**

*Establishing good habits early in life minimises problems later on*

1. Ensure that your child has a good bedtime routine
- 2. Get your child’s uniform, book bag and lunch ready the night before**
3. Make sure your child eats breakfast
- 4. If you are having difficulties getting out the door in the morning, try rewarding your children with a sticker chart - rewarding them if you arrive at school before the gates are closed (Mrs Rowland can help you with this)**
5. Try to make medical appointments after school or in school holidays. If you need to make a medical appointment during the day, try to make it after morning/afternoon registration. You can bring your child to school, get their mark and then take them straight off to their appointment
- 6. If your child is absent, please advise the school on the first day of absence before 9.15am if possible**
7. Send your child to school if they are a ‘little bit poorly’. We will send them home if they are unable to cope in school.
- 8. If your child needs medication during the day, you are welcome to come to the school to administer a ‘midday dose’.**
9. Take an interest in your child’s school work and support them with their homework
10. **Attend Parent’s Evening to find out how your child is doing**
11. Make sure that your child understand the importance of good attendance
- 12. Finally, if you have any worries about your child, please see your child’s class teacher or Mrs Rowland in the first instance.**