

**PALLISTER PARK PRIMARY SCHOOL**



**ATTENDANCE POLICY**

**QUALITY EDUCATION FOR ALL**

At Pallister Park Primary School we recognise the importance of good attendance and punctuality. These are key factors in ensuring that your child achieves well during their time at school. This booklet outlines the strategies we use to encourage high levels of attendance and good time keeping.

It is essential that home and school work together in partnership to provide every child with a high quality of education. Good attendance and punctuality is essential to ensure your child achieves this level of success.

### AIMS

1. To encourage regular attendance.
2. To identify cases of non-attendance.
3. To work with parents planning action in order to solve problems of non-attendance.

### ATTENDANCE PROCEDURES

1. Attendance is regularly monitored by the class teacher.
2. If a child's absence is not covered by a letter from home or a phone call parents will be contacted asking for the reason for absence.
3. If a teacher is concerned about a child's attendance they will record the reason for their concern asking for the reason for absence.
4. The attendance book will be circulated each week and the Head Teacher and Education Social Worker will note any entries. A decision will then be made as to what action to take.
5. If parents are to be contacted either the Education Social Worker will make a home visit and discuss the problem with the parents or a letter will be sent home expressing the schools concern.
6. If further action is needed a referral form will be completed and the case will be referred to the Local Education Authority.
7. Where attendance continues to be unsatisfactory a programme of planned intervention will be pursued. A letter will be sent to parents inviting them to a meeting at the school, with the Education Social Worker and the head or Deputy Head Teacher, to draw up an agreed plan of action.
8. If attendance continues to be unsatisfactory the Education Social Work Service will arrange an Attendance Case Conference.

## ENCOURAGING REGULAR ATTENDANCE

1. Teachers will take every opportunity to encourage and praise regular attendance.
2. Certificates acknowledging good attendance will be presented termly. Children will take these certificates home and a copy will be kept in the child's Record of Achievement.
3. Children who achieve full attendance for a year will be awarded a prize.

## LATENESS

1. Any Lateness will be recorded daily in the class attendance register and in a book collated by the School Secretary.
2. Regular lateness will be reported in the internal attendance book.
3. With any case of regular lateness a letter will be sent home by the Head Teacher.
4. Any further persistent lateness will be referred to the Education Social Worker.

## NURSERY

We have a long waiting list for our Nursery and it is important that full use is made of the available places.

To ensure this:

1. Attendance is regularly monitored by the nursery teacher.
2. If regular absence is not covered by a letter from home parents will be contacted asking the reason for absence.
3. If no satisfactory reason is forthcoming a letter will be sent to parents expressing the school's concern.
4. If the child continues to be absent parents will be informed that their child's place at nursery has been withdrawn.