

**Thurlbear CE VA Primary School**

# Child-Friendly Attendance Policy

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## Statement of intent

At **Thurlbear School**, we expect pupils and families to try their very best to attend school every day and we are committed to helping pupils attend and enjoy their education. This policy sets out how we work with pupils and parents to make this happen.

Signed by:

\_\_\_\_\_ Headteacher      Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors      Date: \_\_\_\_\_

## 1. Reasons to attend school

Going to school helps you to learn in all kinds of ways. Every school day gives you the chance to learn new things, or to be stretched or supported in topics you have covered. Missing a day could mean missing some new learning.

School is full of activities – and not just in the classroom! Breakfast Club, break times and After-School club are all great chances to make friendships and experiences deeper.

Going to school every day improves your chances of getting a job when you're older. This will be expected of you as you go onto secondary school, too. Thurlbear wants to prepare you for the life you will lead in the future.

Being part of a class is so valuable to your life-long learning. Being here every day will help you grow friendships and learn more skills to use with other people (we could call them life skills).

Studies show that children with poor attendance tend to achieve less in both primary and secondary school.

## 2. What could happen if you do not attend school regularly?

If you have more than 6 days off in a school year – which is 97% – you may:

Fall behind with your learning. Sometimes, it is hard to catch up when the pace of learning around you is quick;

Find your friendship groups suffer, because you aren't there as much as others;

Miss out on fun events, such as school trips and celebrations, parts in a play or Celebration Worship;

Find your family are contacted by an Attendance Officer to try and improve your attendance.

## 3. Rewards

If you have a 100% attendance record, we will recognise and celebrate this excellent achievement at the end of the school year in a celebration worship.

## 4. What if you can't come to school?

You should always attend school unless you are ill/injured, or there is something else stopping you from attending, such as a funeral.

If you cannot attend school, you need to make sure the school knows that you cannot come in by getting a parent/carer to do one of the following:

Ringling the school office.

Emailing the **school office**.

Coming to the **school office** and explaining in person.

It is important that the school are told you will not be attending before 9.15am, so staff members know that you are safe.

## 5. What are you responsible for?

You must be in classes by **9:00**am every day, where the teacher will record that you are in school.

You must try to go to school every day that you are supposed to.

You should tell your parents if you do not feel well enough to go to school.

You must not leave the school during the day unless your parent/carer, or an authorised adult is with you.

If you have to leave the school during the day, your parent/carer must sign out at the **school office** and sign back in again when you come back.

## 6. What are your parents responsible for?

Your parents must make sure your attendance does not fall below 97% (6 school days in a school year).

Your parents must make sure you go to school.

Your parents must tell the school before 9.15am if you cannot attend that day.

Your parents should promote good attendance at school.

Your parents should not take you on holiday during school term time. If they do, they may have to pay a fine.

Parents should try to book all doctor, dentist and hospital appointments outside of school time where possible.

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.

Parents must inform the school in advance if absences are required for religious reasons, including weddings and funerals.

## 7. What are the school responsible for?

The school will record your attendance every day.

When you are absent, the school will decide if it is 'authorised'.

If you are absent from school and don't report it to the **school office**, it will be recorded as an 'unauthorised absence'. We also contact your parent/carer to ask the reason for your absence. We do this for safeguarding reasons and it is called 'first day contact'.

The school will keep an eye on your attendance and look out for any concerns.

Staff members are responsible for your safety and wellbeing whilst at school.