
Important: Infants Attendance Monitoring Procedures

As you may know, pupil attendance is rigorously monitored within school and by the Local Authority's Attendance Monitoring Officer. However, as a result of our most recent Ofsted Inspection, we have a duty to monitor pupil attendance and punctuality more stringently.

Poor attendance and punctuality have a negative impact on children's educational progress so it is important that we all work together to help raise attendance levels. Of course, we do understand that children do become poorly from time to time so if your child does become ill, please ensure they have the required time off school.

Attendance

- If your child is absent from school, you must **ring the school office before 8.30am** and leave a message giving an **appropriate reason** for the absence so that the classteacher can be informed prior to the beginning of the school day. (Please note: all answer messages are listened to).
- If you do not ring school on the first day of absence, a phone call home will be made to find out the reason for this absence and this will be recorded for school record.
- If no contact has been made during the absence, a letter will be sent home on return to find out the reason for absence.
- Where no reason is provided within a 2 week period after returning to school; the absence will remain unauthorised. ***Pupil's with attendance under 90%, who are absent, will be marked unauthorised unless evidence is provided.***
- A letter will be sent each term to inform parents if their child becomes categorised as a persistent absentee.
- **Persistent absenteeism (attendance below 90%),** is monitored by the school and the Attendance Monitoring Officer - you will receive a letter if your child's attendance becomes a concern.
- **If your child is absent due to a medical appointment, evidence must be provided otherwise the absence will remain unauthorised.**
- 10 unauthorised sessions within a 6 week period can lead to a Penalty Notice Fine issued by the Local Authority.

Punctuality

The school day starts at 8.55am.

Pupils should be in the school yard ready to line up before 8.55am. Children **should not arrive at school between 8.55am and 9.05am.**

- Pupils arriving after their class line has been taken into school (between 8.55am – 9.05am), will be recorded by the member of staff on the door. This will be monitored
- At 9.05am the school gate will be locked and any parents/carers who bring their child in to school after this time must come to the main entrance and sign their child in with the School Office.
- Pupils who arrive at school between 9.05 and 9.25 will be marked as 'late during registration'.
- Pupils who arrive at school from 9.25 onwards will be marked as 'late after registration' and will lose their mark for the full morning session.
- Poor punctuality is monitored by the school and Attendance Monitoring Officer.