

Attendance Statement

A government initiative is in operation that monitors school children's attendance and lateness. This monitoring system makes direct comparisons between absence/lateness rates and the well-being/performance of children and the school as a whole. A good education can be the cornerstone for future life opportunities. Missing school can leave gaps in knowledge and understanding and also place the student at a disadvantage in their educational development.

Your children's attendance and any lateness is recorded electronically and sent to the local authority. These figures are scrutinised and the Educational Welfare Department will be in contact with the school and families where a child's absence is high or where a child is persistently late. From September 2015, the government states that any child with attendance below 90% is a child deemed as having persistent absence. Attendance and lateness figures will also directly affect judgements made by OFSTED.

The start of the school day is an important time for children to develop their social skills with their peers, as well as preparing them for their learning. Please remember that children should arrive at school between 8:40 and 8:50 am. Between 8:50 am and 9:00 am children are brought into their classroom where Registration is taken, lunches are ordered and equipment is prepared for 9:00 am when active learning begins.

Schools are required to notify the Local Education Authority if a student has unauthorised absences. Unauthorised absences can be acquired when a child continually arrives late after the registration period has closed. Our School Register is closed at 9:00 am and if your child arrives after this time they will be recorded as late up until 9:15 am or given an unauthorised absence thereafter.

Lateness affects children in a variety of ways:

- They feel embarrassed or upset about coming into a classroom once the session has begun.
- They miss out on learning.
- They don't feel included in the daily routine from the start and this affects confidence and well-being.

Lateness Procedure

The school gates will be locked promptly at 9:00 am without exception. After this time you will need to bring your children into school through the main entrance, where you will be asked to sign your child in at the school office, giving the time and reason for lateness.

Absence Procedure

If your child is unwell, please telephone the school on the morning of your child's absence by 9:00am. (A message can be left on the ABSENCE answer phone). Alternatively, you can use the Attendance part of the School Gateway App to advise school of an absence.

The office staff will then record this information and will not need to bother you with follow up letters and calls.

If you forget to contact us, a member of staff will follow up this absence either with an app message, text, call or letter asking why your child/children are not at school.

We need you to clarify all absences or else we have to mark them as unauthorised.

If your child has been off due to sickness for more than 2 days, on the third day a member of staff will contact you to find out how they are and if there is anything we can do.

On a weekly basis we will monitor the absence and lateness figures and will contact families to offer support and or advice regarding absence and or lateness where necessary.

Remember, our school's target for the 2019 / 2020 school year is **96.2%**. Together we can achieve it.

September 2019