



Respect  
For All

Ambitious  
In Aspirations

Bold  
In Actions

"...with God all things are possible" Matthew (19:26)

## Attendance and Punctuality

We are very proud of our high levels of attendance at St. George's; the vast majority of our children attend school every day and arrive on time.

High levels of attendance are vital in making sure that children make progress and achieve their true potential. Children that attend school regularly develop good habits and a good work ethos, which stand them in good stead for their school career and beyond.

At St. George's we monitor attendance and punctuality closely and aim to work with parents where attendance falls below acceptable levels. The following information will help you to see what happens if a child's attendance does fall below a level we consider to be acceptable.

### Attendance and Punctuality Facts

- Every school day counts as two sessions.
- 90% attendance sounds reasonable but it means that your child misses ½ day per week, nearly 4 weeks every year and over one full year over their school career!
- Arriving 5 minutes late each day adds up to 3 full days of learning lost each year.
- Evidence shows that children whose attendance falls below 95% are less likely to make expected levels of progress.
- Education is a child's right. Parents are legally responsible for ensuring that their child attends school or is registered for home education with the local authority.

At St. George's we use the following categories for our levels of attendance and punctuality. These are shared with the children at our regular Positive Assertive Mentoring (PAM) meetings.

Code	Unacceptable	Acceptable	Excellent
Punctuality	<b>5+ lates per year</b>	<b>1-4 lates per year</b>	<b>0 lates per year</b>
Attendance	<98%	98%-99.9%	100%

### Attendance

Level of attendance	Actions
98%+	Children whose attendance is 100% (green) receive a certificate.
96%-98.9%	Attendance is monitored.

<p>90%-95.9%</p>	<p>If a child's attendance falls below 95.9% a letter will be sent home and their attendance will be closely monitored. If their attendance does not improve parents and carers will be invited to attend a meeting in school to discuss ways in which we can support the child to attend more regularly.</p>
<p>Below 90%</p>	<p>If a child's attendance falls below 90% parents and carers will be invited to attend a meeting in school so that we can offer support to raise levels of attendance. The Education Welfare Officer (EWO) will be informed and will monitor future levels of attendance. Penalty notices may be issued. Parents and carers will be contacted on the first day of future absences, where no telephone call is received.</p>

There are occasions when children are genuinely ill; where this is the case please ensure that you inform the office by 9.30 am on the first day of absence. To help us monitor infectious illnesses, and to help us support children with serious or reoccurring illnesses, we will ask for a brief explanation of the illness which will be treated with the utmost confidence.

Medical appointments should be made after the school day, wherever possible. If this is not possible, please aim to make them near to the end of the day so that children can attend school prior to the appointment. Appointment cards will be requested when appointments are during the school day.

At St George's we do not authorise holidays during term time. If you can demonstrate that there are exceptional reasons why your child needs to take a leave of absence in term time, please put your request in writing to the Head Teacher beforehand.

Monitoring attendance includes looking at patterns of absence. Where these are noticed, parents and carers will be informed and future absences will be closely monitored.

### **Punctuality**

Our school day begins at 8.50 a.m.; we ask that children are in the playgrounds just before the doors open. It is important that children arrive at school on time so that they are ready to start learning. Children who arrive late often tell us that they feel embarrassed walking into a lesson or Collective Worship that has already started.

Minutes late are recorded on the register and lateness is regularly monitored. Where children are persistently late, a letter will be sent home and punctuality will be closely monitored. If there is no improvement, parents will be invited to attend a meeting in school so that we can offer support in improving punctuality.

Please note that, if a child is more than 30 minutes late, **this is recorded as an unauthorised absence in the register.**

At St. George's we want all of our children to attend school and be on time. If, for some reason, your child is experiencing difficulties in school or out of school and is reluctant to attend, please speak to us, we will be able to help.