

Corby Old Village Primary School



Attendance Policy

CORBY OLD VILLAGE PRIMARY SCHOOL

ATTENDANCE POLICY

Corby Old Village Primary School sees regular attendance and punctuality as vital to successful learning. High attendance results from close co-operation between home and school. Parents have a legal responsibility to secure the regular attendance of their children at school. Failure to meet a reasonable level of attendance may lead to prosecution.

It is vital that our children recognise the importance of excellent attendance levels and so we seek to reward our children when they achieve a good attendance record.

Attendance Award System

Individual children:-

- Children receive Rainbow Brick tea each term if they have 100% attendance
- Children who have 100% attendance for the entire school year will receive an appropriate award.

Absence

1. If your child is absent, please telephone or call at the school to inform us of the reason for absence **before 9.30a.m on the first day of absence.**
2. If we have not heard from you by 9.30a.m. the school will contact you.
3. On your child's return to school, please send a letter confirming the length and reason for absence. Providing that the reason is appropriate the school will then authorise the absence.
4. If by the third day of absence it has not been possible to speak to you on the phone and no communication has been received you will be formally advised by letter of our concerns and invited to school to discuss the matter with the Head teacher or Learning Mentor. Until the school is satisfied with the reason for non-attendance the absence will remain unauthorised.
5. If you need to take you child out of school during the day, or they arrive after the register has closed at 9.15, they must be signed in or out at the school office.
6. Classroom doors close at 9.00. Late marks will be recorded for children who arrive by 9.15. Children who arrive after 9.15 will be recorded as unauthorised.
7. Medical Appointments must be confirmed with an appointment card – if not they will be marked as unauthorised.
8. If there is a number or pattern of unauthorised absences the school will automatically refer the issue to the Educational Welfare Officer.

9. **Please take family holidays during school holiday time.** When parents do take children out they will miss key work which they often find it difficult and distressing to make up. However, we are allowed to authorise up to ten days during the school year for your family holidays, if this is the case you must complete the appropriate authorisation form from the school office.
10. If your child has any worries about coming to school, please contact the class teacher. Any problems experienced by the children are best dealt with by swift action and close working between teachers, parents and child.
11. If your child's attendance drops below 90% then a letter will be sent home stating concern and alerting you to the need to try and help your child improve their need for absence. This will be followed up by the Learning Mentor
12. If difficulties persist the school will refer the problems to the Educational Welfare Officer who will offer support and guidance. You will be informed if such a referral takes place.

Thank you for your help and co-operations.

**This policy was reviewed April 2008.
To be updated Autumn 2012**