

Summary of procedures to promote good attendance/punctuality:

The following tables show specific procedures to maintain and encourage excellent attendance at The Priory Primary School:

Daily Procedure	By whom	Outcome / actions
Parents ensure pupils arrive at school on time	Parents/ carers	
Parents inform the school by 9.30am, if their child is absent that day	Parents/ carers	School office update registration codes
Pupils arriving late to school are registered at the School Office.	School office in charge of late registration	Absence mark amended and minutes late added. Discussion with parents if persistent
Teachers record attendance. This is done by 8.55 am and 1.20 pm.	Teachers	
Text you, on the first day of absence after 9.30 am.	School office	School office update registration codes.
1st day absence phone calls are made to inform parents of their child's unexplained absence for that day after 10.30 am.	School office	School office update registration codes.

Weekly Procedure	By whom	Outcome / actions
Attendance statistics produced for each class	DHT	Whole school attendance displayed on the website.

Punctuality form reviewed	DHT / School Office	Speak to parents where appropriate. Send out lateness letters (school liaison officer).
Attendance shared in weekly assembly.	SLT	Pupils know which classes have won.
Monday and Friday 100% class attendance rewards.	DHT	Classes are informed in assembly on Monday and Friday.

Half termly / termly procedure	By whom	Outcome / actions
Analyse attendance and punctuality data	DHT	Parents informed where concerns / patterns are highlighted. Review incentives / rewards.
Assemblies to promote attendance and share attendance incentives.	DHT	Parents made aware of the incentives.
Attendance letters – warning, medical and interview letters sent	SLT	Parents are made aware of their child's attendance and parent interviews are arranged.
Monthly attendance newsletter sent.	DHT	Parents are informed of attendance data and targets.

Those people responsible for attendance matters in this school are:

Mrs K Roberts, Head Teacher
Miss L Smith, Acting Deputy Head Teacher
Mrs K Cramp, School Secretary

Summary:

The school has a legal duty to publish its absence figures to parents/carers and to promote attendance. Equally, parents/carers have a duty to make sure that their children attend school. All school staff are committed to working with parents/carers and pupils to ensure as high a level of attendance as possible.

Review: This policy will be reviewed in September 2018.



Moorlands Primary School Attendance Expectations

I have read and understood the terms and conditions of the Attendance expectations for Moorlands Primary School.

Child's Name:

Class:

Date:

How we manage lateness:

The school gates open at **8.30 am**. Registers are marked by **9.00 am** and your child will receive a late mark if they are not in by that time. The school gate will be **closed at 9.00am** and pupils arriving after this time will need to enter the school via the school office.

At the school office, you will be required to complete a punctuality form, which involves explaining the reason your child is late. The amount of minutes late is documented on the form and you will be provided with the information about school start times. The punctuality form is monitored by the School Office and the Head Teacher regularly.

If your child is absent you must:

Contact us before 9.30 a.m. on the first day of absence

For any prolonged absence, please keep school informed. If your child is absent and the school is not informed by 9.30 am we will:

- Text you, on the first day of absence.
- Telephone you on the first day of absence if we have not heard from you following our text message.
- Speak to the parents face-to-face or by phone the next day and establish reasons for absence and update contact numbers. The parent/carer is asked to provide a reason as to why the child is not in school. The absence reason is recorded next to the child's name on the first day absence sheet and this is filed in the absence folder.
- If the School Office has not been able to contact parents and establish a suitable explanation by midday of the first day of absence then the **absence is recorded as 'O' (unauthorised)**.

Signed : _____