



Bishop Martin CE Primary Attendance and Punctuality Handbook

*At Bishop Martin CE Primary School, we want all children to attend school everyday so they have the best education possible. Even when children are very small, good attendance makes a **BIG** difference to their learning.*

Ethos

At Bishop Martin CE Primary School, we believe in supporting all families to have good attendance. Children who attend school regularly, arrive and are collected on time are able to make the most of all learning and development opportunities and feel more secure. Good attendance has a long lasting impact on children's social development and intellectual attainment throughout school and later life. We believe that good attendance and punctuality are vital for the learning and well-being of the children in our school.

Aims

Positive relationships with children and families are key to achieving good attendance and we aim to;

- *Work in strong partnership with families to ensure that every child attends everyday and is punctual*
- *Provide a safe and secure routine when children arrive, throughout the day and again when children are collected*
- *Support all children and their families to establish good routines which will continue throughout their education*

Children's attendance is monitored daily by our attendance team and this information is regularly reviewed by class teachers and our Senior Leadership Team. We understand that sometimes families may need extra support to maintain high levels of attendance and punctuality and it is essential that we have good communication between home and school to support this.

As part of the attendance policy, we ask families to;




- *Provide **three** up-to-date contact numbers and inform school of any changes of address or contact details*
- *Notify the school if your child is going to be late that day*
- *Notify the school before 8.30am if your child will be absent that day and continue to keep in contact during the period they are absent from school*
- *Not to book any holidays during term time as these will be unauthorised*
- *To make medical and dentist appointments outside school time if possible*

Staff will;

- *Phone families from 9am if they have not been informed of why a child is absent from school*
- *Inform families if attendance is low initially by letter*
- *Speak to families informally if a child's pattern of attendance is low or if levels of punctuality are poor*
- *Support with strategies that will enable good attendance and punctuality to be maintained*
- *In the case of a concern about the welfare and safety of child whilst not in attendance at the setting the Child Protection policy will be followed*
- *If staff are unaware of why a child is absent, a Home Visit will be made by staff*

If your circumstances change and you decide to move your child to another setting, please inform us as soon as possible so we can make arrangements for information to be shared with your child's new school as this will support a smooth transition for them.

Below is an example of a note you will receive every half term to show your child's attendance.

Excellent	Good	Poor
Green – above 97%	Amber 94%-96.99%	Red – below 93.99%
		
Your child's current attendance		%

Please return this last page of the booklet to the school office:

We have read and noted the contents of the EYFS Attendance and Punctuality Booklet.

Parent / Carer Signature _____

Parent / Carer Printed Name _____

Date _____

Name of child _____

Class _____