



NEWBOLD SCHOOL

ATTENDANCE POLICY

AT NEWBOLD SCHOOL WE EXPECT THAT:

1. Children
 - a. Attend school regularly.
 - b. Arrive on time.
2. Parents / Carers
 - a. Ensure their child attends school regularly.
 - b. Ensure their child arrives on time for school.
 - c. Contact the school if their child is unable to attend for a valid reason and provide a note if necessary.
 - d. Support the school in its aim to raise the achievement of their child through full attendance at school.
3. The School
 - a. Ensures efficient and accurate registration of pupils.
 - b. Contact Parents / Carers if a child fails to attend without a satisfactory explanation.
 - c. Will promote positive attendance by taking account of pupils individual needs.

REGISTRATION PROCEDURES

The register is a legal document.

- Registers are to be kept safely in the teachers' desk in the classroom.
- Registers should be marked at the beginning of each morning and afternoon and then sent to the school office.
- Lateness should be noted. Children will be marked as late after 09.10am.
- Absence returns should be filled in weekly.

POSITIVE ATTENDANCE PROMOTION

We try to promote positive attendance by:

- Impressing upon Parents / Carers the importance of regular attendance in raising standards throughout the school.
- Awarding a termly certificate to every child with 100% attendance.

Monitoring

- Class teachers may bring any concerns about absence or persistent lateness to the Head Teacher.
- Head Teacher will monitor attendance/lateness weekly.
- Head Teacher will contact parents / carers.
- Head Teacher will refer to Education Welfare Officer.

Extended holidays

- Any parent / carer who wishes their child to be away from school during term time must complete a holiday request form and submit it to the school office for permission absence.

Date of this review: _____

Signed: _____

Position: _____