

Attendance

How will we achieve our aims?

- First day phone calls
- Working with Improving School Attendance Projects (ISAAP)
- Working with Attendance Welfare Officer (AWO)
- Monitoring attendance patterns
- Working with families to find solution to problems around attendance & punctuality
- Keeping everyone informed about the importance of attending school daily & being punctual.

Reporting Attendance to Parents

- Parents will be informed via the newsletter of the school's attendance target for the year
- Every year an outline of the attendance policy will be sent home
- The newsletter will have each classes weekly attendance figure for parents to note
- When class attendances are regularly lower than the target figure the Parent Support Partner (PSP) will hold a meeting with parents to explain the effect on their child's education and the possible consequences for the parent
- The number of half days that a child is absent is recorded on the annual report and it will be stated whether this requires improvement, is good or outstanding.
- Persistent absence - the school has to report to the DFE those children who have too many days absence. Parents will be told when a child is likely /goes on the list. This is known as the Persistent Absence List.

Extended Leave

Parents must inform the school if they intend to take an extended holiday. They must sign a form and talk to the Headteacher so that they realise what the effect is of being out of school on their child's learning and that they may lose their school place.

Further concerns about absences

The Parent Support Partner, Learning Mentor, admin assistant and Headteacher will regularly monitor the register to look for patterns of absence. The PSP will write to the parents asking for a meeting to explain their child's absence. If the attendance pattern does not quickly improve then the PSP will make a referral to AWO or ISAP. If parents fail to bring their child to school then the LBTH has the option of taking the parents to court.

Rewards for Outstanding Attendance

*The Class with the highest weekly attendance will get a certificate and 8 points. At the end of the half termly the class with the highest number of points will get a reward such as, the cinema experience.



*Children in Class 1 and Class 1/2 who get 100% attendance during the week get mini certificates to encourage them on a more regular basis.

*Nursery and Reception children who get a 100% attendance during the week will get a mini certificate and a chance to take a toy home to play with over the weekend.

*Parents will receive a certificate when their child achieves a gold medal to congratulate them for bringing their child to school everyday .



*Children with a 100% attendance during a term get a gold medal.

*Children who get three gold medals (that's a 100% for the whole year) get to go on a special trip at the end of the year.



External Partners working with the school

*Improving School Attendance & Attainment in Partnership (ISAAP)

*Attendance Welfare Office, Tower Hamlets (AWO)

Lateness Policy

Registers are taken at 9 a.m. and any child who arrives in class after that time must report to the office immediately. There is a health and safety risk if we do not know every child who is in school.

Every morning, Shabana and Tapia will be standing on both gates ready to close it at 9 a.m. If you arrive with your child at any of the gates after 9 a.m., you will be asked to go to the office via Gunthorpe Street to get inside the school. When you arrive at the office you must let the office know your child is in. All parents must sign the book giving the reason for the lateness. Then if the fire alarm goes we will have a record of who is in school. Your child will also be receiving their full education.

School gates open at 8.50 a.m. and close at 9 a.m. Please try and be in school on time as if your child is late then they will miss out on learning.

We have 3 stages in managing lateness

Stage 1: If you are late more than 3 times in a week then you will be asked to attend a meeting with Shabana and Tapia. In this meeting we can talk about how the school can support you to be on time.

Stage 2: If this continues then you will be asked to attend a meeting with the head teacher.

Stage 3: If lateness still continues to be very poor and there is no sign of improvement, then we will refer

We would like all parents/carers to support us in this as we believe that coming to school every day and being on time is an important life skill that will stand children in good stead when they go to secondary school and work.

Canon Barnett Primary School

A guide to our Attendance & Lateness Policy



Our Aim

- To work with parents and children of the school to encourage full attendance and punctuality
- To keep rates of attendance at 96% or above
- To encourage parents not to take their children out of school for extended holidays

Our School Target is 96.5%