

Your child's attendance and punctuality matter.

Our vision for all of the children who come to Abingdon, is of them becoming **R**esponsible, **R**espectful and **R**esilient adults who are successful in all aspect of their lives.

In order to make this vision happen, we need children to be in school as much as possible so that they can access all of the amazing opportunities and learning experiences we provide. Our **Attendance Policy** explains how we promote and recognise good attendance and how we will work with parents and carers to support children's attendance when it needs improving.

WHY DOES PUNCTUALITY MATTER?

- When children start the day late, they do not feel as settled as the rest of the class. A disrupted start can mean a disrupted day!
- Lateness disrupts learning for all other children who were in on time
- Punctuality is an important life skill in preparation for working
- Children are more likely to succeed in life if they have a high level of attendance

HOW DO WE RECOGNISE GOOD ATTENDANCE?

- ★ Whenever Reception's whole class attendance is **97% or over**, they have a **special mention** in the **newsletter** and Mrs Purslow will arrange **a treat in class for the whole class**.
- ★ **Every child** whose attendance is **97%** or over each half term receives a special certificate.
- ★ Children who have attendance **over 97%** over a half term are entered into a **raffle** where some children are selected for a **special Reception treat** at the end of the half term.
- ★ **ALL** children whose attendance is **over 98%** at the end of the year receive a special treat!
- ★ Individual **stickers** each week for good attendance



School number: 0161 480 4531

Abingdon Primary School



Reception Attendance and Punctuality Booklet

At Abingdon, we take our responsibility for children's attendance very seriously. This means that we expect children **in school every day, on time at 8:55am (doors open at 8:45am)**.

ALL children have the right to an education and this booklet helps everyone understand their responsibility in supporting children to achieve their full potential.

What does GOOD attendance look like?

GREEN (good) – Over 96%

AMBER (worrying) – 92% - 95.9%

RED (poor) 90% - 91.9%

PERSISTENT ABSENCE – Less than 90%

Please remember, lateness also counts as absence

School number: 0161 480 4531

**Remember
we can
administer
medicine**

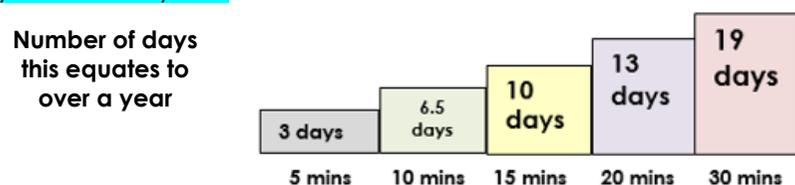
Your child has a right to a full education. Give them the **BEST POSSIBLE** opportunity!

At Abingdon Primary School, we foster a love of learning, encouraging our pupils to become life-long learners – in the classroom and beyond. Good attendance is fundamental to being a good learner.

Children cannot be taught well if they are not in school. For a child to reach their full educational achievement, a good level of attendance is essential.

Poor attendance can lead to children falling behind. Moreover, Section 444 of the Education Act 1996 states that if a child of compulsory school age who is a registered pupil at school fails to attend school regularly, the parent is guilty of an offence.

Did you know, if your child is just 5 minutes late each day, it equates to 3 full days over the year.



WHO IS AVAILABLE TO HELP?

Sometimes there are reasons behind poor attendance which require support, such as housing issues, medical needs etc. We are here to help.

Mr Cumberbatch – Learning Mentor

Olga Santoni – Education Welfare Officer

Miss Waters – Learning Mentor

Mrs Pearson – SENDCo (Mondays & Wednesdays)

Carrie Ogden-Smith - School Nurse Tel: 0161 835 6759

Mrs Clark – Headteacher

If your child's absence is above 10% they are classed as a 'Persistent Absentee' meaning their absence/punctuality is monitored by the school, who work closely with the Local Authority to achieve a high level of attendance. [If you are worried about something, or are having any difficulties getting your child to school, you can talk to the Headteacher or our Learning Mentors who will offer support and guidance to help you overcome any difficulties.](#)

WHAT IF MY CHILD IS ILL?

- Contact school on the first day before 9am
- Explain the nature of the illness
- Tell school how you are treating the illness
- Let us know when you expect your child to return to school
- If we do not hear from you on the first day, we will send a text message or call you. You **MUST** respond to this contact.

Your child may receive an unauthorised mark if we do not know the reason for the absence

We may ask for medical evidence to support your child's absence if they are regularly ill for one or two days at a time

Examples of **unsatisfactory explanations** include:

- Where a sibling/family member is ill but not the child in question
- A pupil's/family member's birthday
- Closure of a sibling's school for INSET (or other) purposes
- "Couldn't get up"
- Illness where the child is considered well enough to attend school
- Illness where parents have been asked to produce medical evidence but have failed to do so
- Leave of absence for holidays or other reasons taken without the authorisation of school

WHAT WILL SCHOOL DO IF MY CHILD'S ATTENDANCE IS NOT GOOD?

School will contact parents/carers if there is a concern about your child's attendance. The Attendance Team meet every other week to discuss levels of attendance and to see how we can help improve poor/ persistent absence. The following actions may take place:

- A phone call home
- A home visit from a member of our pastoral team (Learning Mentors)
- A home visit from our Education Welfare Officer
- A conversation with the Headteacher to find out what school can do to help
- You might be asked to attend a Panel Meeting to discuss ongoing absences. This may mean involving some other external services.
- Targets and actions will be set
- A Parenting Contract may be put into place