



Petersfield Church of England (A) Primary School

Attendance

Aims

At Petersfield Primary School, we believe that children should attend school every day when the school is in session. We do all that we can to encourage children to achieve good attendance. **We expect attendance at school to be 100%, unless there are exceptional or unavoidable reasons for absence.**

The School Year

Children are expected to attend school for 190 days each year. One day counts as a morning and an afternoon session, therefore there are a total of 380 sessions per year.

Attendance and Parental Responsibility

Parent/carers are responsible for making sure that children of compulsory school age receive a suitable full-time education. A child reaches compulsory school age on or after their fifth birthday. If they turn five between 1 January and 31 March, they are of compulsory age on 31 March; if they turn five between 1 April and 31 August, they are of compulsory school age on 31 August; if they turn five between 1 September and 31 December, then they are of compulsory school age on 31 December.

Punctuality, Arrival and Registration

The school doors open at 8.45am. Children enter through the playground doors and proceed to their classrooms. At 8:55am, attendance registers are taken. Morning registration starts at 8.55am and closes at 9am. If a child arrives during registration, he/she **MUST** be signed in the 'Late' Folder by a parent/carers and a reason given for the lateness. They will be marked as late (L).

After 9am, any absence becomes an Unauthorised Absence (U) for that session. The afternoon register is taken in the same way at 1.00-1:05pm.

Absence/Lateness

Parents/carers are required to provide a satisfactory explanation as to why their child is absent or late before an absence code can be changed. If no satisfactory explanation is received from a parent, by the end of one week, any absence will permanently remain as an unauthorised absence. School cannot accept an explanation for absence from a child. Not all explanations for an absence given by parents/carers can be considered appropriate for an absence to be authorised, in which case, the mark given originally will remain on a child's attendance record for that academic year.

When a child is absent, the class teacher will record the absence in the register. The school office may contact the parent/carers on the first day of absence if no reason for absence has been received. If there is any doubt about the whereabouts of a child, the class teacher will inform the school office. The school will then contact the parent/carers immediately in order to check on the safety of the child.

Illness

If a child is ill, parents/carers should notify school before 8:55am on the first day of absence and before 8:55am on each morning during the illness. This is the parent's responsibility. The answer machine (01223 207382) is checked daily. Parents/carers should leave a message stating: name of child; class; the reason for absence; name of the person leaving the message and the time.

If a child becomes unwell during the school day, we will make every effort to contact parents/carers, so it is important that we have up to date contact numbers. Should emergency contact details change, parents/carers should inform the school office as soon as possible.

Medical Appointments

Every effort should be made to arrange dental/medical appointments out of school hours. If this is not possible, children should be returned to school as soon as possible after the appointment. Parents/carers are required to sign their child(ren) in and out of school at the school office.

Term Time Holidays and Requests for Leave of Absence

Holidays in term time are absences that will not be authorised and may incur a penalty notice.

In exceptional circumstances, parents/carers may seek authorisation for specific absences from the Headteacher by requesting the Leave of Absence Form from the school office and returning it to the school **at least two weeks** in advance of the date of absence.

In the case of an unexpected exceptional circumstance, such as a funeral, the Leave of Absence Form should be submitted as soon as the circumstances are known.

As a school, we follow the Cambridgeshire County Council policy 'Managing Attendance, Three Letter System (Including the use of Penalty Notices) to alert parents to the fact that there may be a problem with attendance. If a pattern of absence or regular absences emerge, parents/carers will receive a letter from the

Headteacher (where attendance falls below 96%) outlining the concerns. Parents/carers will be invited in to school to discuss this with the Headteacher and to agree targets. A record of this meeting will be kept on the child's file.

Pupils 'Missing In Education'

Where pupils leave our school and are not on role at another school, we must notify the local authority Education Welfare Officer.

The Education Welfare Service

The Education Welfare Officer (EWO) works with school staff to monitor attendance and punctuality. Where an issue is identified, should there be no improvement in attendance and punctuality, the Education Welfare Officer will become involved.

What to do if you have any questions about attendance at Petersfield

Read the policy available on our school website.



Speak to a member of the Office staff who will be happy to explain further or refer you to our SENDCo or Headteachers for further information if appropriate.



Mrs Vimi Ahuja
Secretary



Mrs Claire Davy
Secretary

Attendance

Good, punctual attendance is essential for all our pupils.

**Welcome to
Petersfield Church of England (A) Primary
School**

Hurdleditch Road,
Orwell
SG8 5QG

Tel: 01223 207382

office@petersfield.cambs.sch.uk
www.petersfield.cambs.sch.uk

Co-Headteachers

Mrs Karen Gwynn
Mrs Laura Penrose

School Secretaries

Mrs Claire Davy
Mrs Vimi Ahuja

SENDCo

Mrs Laura Penrose

Please take a leaflet.

Working together both to safeguard and to enable all our children to reach their full potential.

If you are unsure about anything or have any questions or concerns during your visit, please inform a member of staff immediately or let the school office know.

December 2018