

ATTENDANCE AT SPRINGFIELD PRIMARY



At Springfield Primary we are committed to giving your children the best education possible. To enable us to do this children should be on time in school everyday. Please read the following information that explains why good attendance and punctuality is vital for your children's progress in their education.



AT OUR SCHOOL.....

- All children should be in school for 8.55am
- Reception doors open at 8.50am
- Year 1 & 2 Doors open from 8.50am
- Year 3,4,5 & 6 door open at 8.45am
- If children arrive after the doors are closed you will have to go to the school office and they will be given a late mark (L)

PUNCTUALITY MATTERS!	
MINUTES LATE PER DAY DURING THE SCHOOL YEAR	APPROXIMATE NUMBER OF DAYS TEACHING LOST IN A YEAR
5 mins	3 days
10 mins	6 days
15 mins	9 days
20 mins	12 days
30 mins	18 days

EQUALS

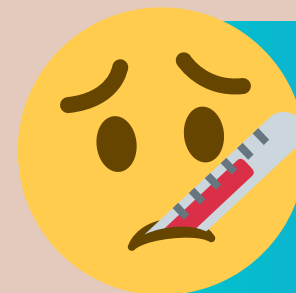
OUR ATTENDANCE TARGET IS 93.8%



This target has been agreed with the Local Authority



It is very important that you inform school if your child is not going to be attending and the reason why so we can document it on the system. If your child does not attend school for 20 consecutive days or more they may lose their place at Springfield and be referred to Children Missing in Education (CME) where a team of Government Officials will work with Children's Social Care and the Police to investigate why your child has not been attending school.



If your child needs to be absent from School...

- Only keep your child away from School if it's really necessary - we will contact you if they are unwell and need to go home.
- Telephone School on the first day of absence, as early as possible.
- Keep School informed if more than one day's absence is necessary.
 - Speak to us if your child will be off for a prolonged period of time so we can offer support.
- If your child has Diarrhoea or Vomiting they must not return to school until 48 hours after their last episode - eg if vomiting occurred Sunday morning they could not come back until Tuesday if well enough.

WE ARE HERE TO HELP!

Mrs Crocker is our Learning Mentor- she can be contacted if you have any worries or concerns regarding attendance. We also have a very experienced Safeguarding Team that will support you and your family if needed.

Safeguarding Lead: Mrs Joseph
Safeguarding Deputies: Mrs Holder Mrs Pycroft Mrs Crocker

IMPORTANT

We will not authorise:

- A whole day off for a headache or a cough- this is something minor that can be managed with painkillers taken before school and we can monitor throughout the day.
- Any family holidays in school time
- Any airport trips
- A full day for a medical appointment (Unless this is required by health professionals)
- Any requested days off during SATS week or the first two weeks in the school year (September)

LEVEL 4

If all support and advice has not helped to improve attendance this may lead to fines and possible prosecution.

LEVEL 3

Attendance Officers from Local Authority to Monitor and work with school and Family to improve attendance.

LEVEL 2

If attendance does not improve you will be asked to attend a meeting at school.

LEVEL 1

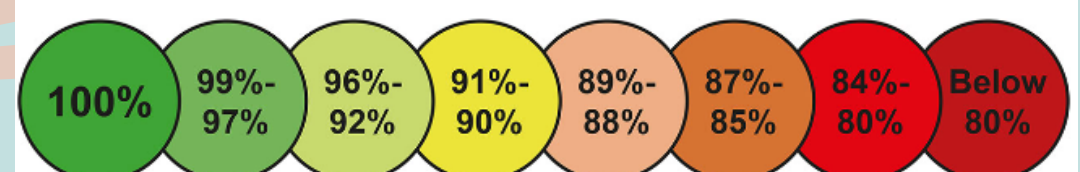
If attendance is below 93.8 a letter will be sent home offering support.

How Springfield's Attendance Monitoring works:

- Registers are monitored daily
- Reports are run weekly
- If your child's attendance falls below the school target of 93.8% you may be contacted by school via telephone or letter to see if school can support in improving attendance
- If attendance does not improve the next step would be to invite you into school to have a face to face meeting to discuss worries and how school can support
- After this if your child's attendance is still below target then we would ask the Attendance Officers who work for the Government to support with improving your child's attendance.
- If all support and advice has not been unsuccessful this may lead to fines and possible prosecution.

ATTENDANCE MATTERS

On Time: First Time, Every Time



PERSISTENT ABSENTEE

Which CIRCLE are you in?

