

Attendance and Punctuality Procedures

Background

It is important that our children attend school on a regular, daily basis. By being at school every day children :

- ❖ participate in regular teaching and learning
- ❖ form positive work patterns and habits
- ❖ meet with other children and develop good social skills
- ❖ develop positive attitudes and self esteem.

We want these opportunities for all our children, so parents, teachers and children should be involved in ensuring good, regular attendance.

Responsibilities

Children : should prepare to come to school each day to learn, take part in activities and have fun with friends in the class and playground.

Parents : should ensure that children come to school, in time, every day. If the child is unable to attend, the school office should be informed quickly for the reason for the absence and when the child is expected to return. On the child's return, a letter should be sent to the class teacher with this information confirmed or updated.

School : should ensure that each child has a consistent and regular attendance by daily registration. Concerns about absence or lateness should be notified to parents and can ultimately referred to the attendance officer and / or the attendance committee.

School Procedures

In school we will :

1. inform you if your child is absent or late, if you don't let us know first !
2. send a letter if we are beginning to have concerns about you child's lateness or absence levels
3. talk to you about attendance and lateness concerns and the effect on your child's learning and experience
4. send a more formal letter regarding our concerns about attendance
5. make a referral to the attendance officer, who will call at your home to ascertain reasons for the absences
6. make a referral to the attendance committee, which you will be asked to attend.

At any point in this process, if attendance improves, progress through the procedures will be frozen and attendance carefully monitored.

Keeping in Touch

It is important for your child's learning, progress and social development that s/he attends school regularly.

If your child unwell and in bed, then s/he cannot attend school, but common colds etc., don't stop children from learning. If your child is unwell at school, we will call you and let you know.

It is important that you let us know, too, the reason for any absence, as this information is recorded on the registration system.

If you get a new phone number or change your number, please call the school office right away, to update your numbers. We really need up-to-date contact numbers for you and your family.

If you have any concern, at all, about your child's progress or experience in school, please contact us and we can discuss and, hopefully resolve, any problems.

Let's keep working together to make sure every child in school has the best opportunities to learn, develop and grow.



Riverbank Primary School and
Nursery Class



R- Respect P-Play S-Safe

Many Hearts Make Our Family

Attendance and Punctuality

August 2023

