



Attendance and Punctuality at Totley Primary School.



At Totley, we encourage every child to flourish by having high expectations of children's learning and social behaviours. We recognise the importance good attendance plays in achieving this vision and believe that this ensures all children can reach their full potential regardless of their starting points because they will have regular access to high quality teaching and learning in a stimulating and fun environment.

What happens if I am late?

A good start to the day is essential for children as important learning, such as spellings, take place right from the beginning of the school day. Being punctual is also an important habit to learn from an early stage. It is a life skill that employers look for in candidates for jobs as they get older.

If you are going to be late, please ring school so we are aware that your child is going to be late. If your child arrives after the bell (8.50am), they will need to arrive via the school office and will be asked a reason for their late attendance.

If your child is late on a regular basis, we will contact you to raise concerns about your child's punctuality. School will see if there is any support we can offer you to ensure your child's punctuality to school improves.

What if my child is ill?

Please ring or contact school on the first, and subsequent days of absence.

What if I am ill?

Unfortunately we cannot authorise absences if a parent is ill. It is expected that you make arrangements with family or friends to ensure that your child gets to school for the correct time.

What absences will be authorised?

- Genuine illness
- Urgent family crisis
- Hospital/dental/medical appointments (proof needed)
- Doctor's appointments - please ask the receptionist to date stamp a compliments slip as evidence

Can I take my child on holiday in school time?

Unfortunately we are unable to authorise holidays to be taken in school time, unless there are exceptional circumstances. This is in accordance with Government Policy.

Monitoring Attendance

We have a legal requirement to monitor your child's school attendance. This is done regularly in partnership with our School Attendance Officer. If your child's attendance raises a cause for concern, we will contact you by letter.

At Totley Primary School, our attendance target is 97.4%.

<p>Serious Concern</p> <p>19 or more days off in a school year is seen as a serious concern (less than 90%).</p> <p>Contact will be made and your child's attendance monitored by the Attendance Officer.</p>
<p>Worrying</p> <p>8-18 days off school in a year is concerning (less than 96%).</p> <p>We might need to contact you to find out more.</p>
<p>Good!</p> <p>7 or fewer days off in a school year is good attendance (above 96%)</p> <p>5 or fewer days off in a school year meets or exceeds the school target (97.4%)</p>

Being late can add up to a lot of lost learning time. If you are 5 minutes late every day, it adds up to 3 whole days over a year!

