

## Attendance and Lateness Policy

***We expect every child to have a yearly attendance of over 95%.***

For our children to gain the greatest benefit from their education, it is vital that they attend school every day, on time, unless the reason for the absence is unavoidable. This is because teachers do not repeat lessons, and so it is easy for children to fall behind if they are late or absent. Late children can also be a disruption to the other pupils and it can be embarrassing for the child who is late to walk into a classroom where everyone is already settled.

We will regularly update you on your child's attendance and lateness. If their attendance falls below 95% or they are repeatedly late, then we will inform you in writing. If we do not see an improvement after this, then we will invite you to a meeting with the Attendance Officer and Education Welfare Officer to try to get to the root of the problem. If we still see no improvement and are not given sufficient reasons for the absences, you may be fined or prosecuted.

## What to do if your child cannot attend school

### Absence due to illness

- If your child is too ill to attend school please let the office know as soon as possible, either in person; by phoning (02380 393313) and leaving a message on the absence line (by pressing 1) or you can email us [info@banisterschool.co.uk](mailto:info@banisterschool.co.uk).
- ***Please contact the school every day that your child is absent, unless the school advises you otherwise, unreported absences will not be authorised.***
- If your child has vomited or has diarrhoea, they cannot return to school until a minimum of 24 hours have passed without any vomiting or diarrhoea, even if they appear to feel better. We understand that it can be extremely frustrating when you are a working parent and you need to get back to work. Most children have the odd episode of vomiting or upset stomach which can be a result of things such as over-eating, nerves, over-heating or sometimes for absolutely no identifiable reason. However, vomiting and diarrhoea are also symptoms of some infectious conditions, the spread of which can be reduced by excluding the infectious child from contact from others who are at risk of catching the infection. If you are in any doubt please seek advice from your GP.
- If your child has a long-term medical condition and you anticipate that they will have repeated absences due to illness or medical appointments, please speak to the school office so we can discuss how best to support you and your child.
- If we are informed that your child is absent due to illness this will be authorised unless you have more than 3 days of illness in a term, in which case we may require evidence.

## Appointments during the School day

- Please try to arrange all appointments (i.e. dentist, GP, hospital) outside of school-time. If this is not possible, please try to minimise the time your child will miss from school.
- We will only authorise the period of time for the appointment, for example, if your child has an appointment at 10am, we will authorise the absence for the morning but not the afternoon as they should come back to school for the afternoon session.
- If your child has a medical/dental or visa/embassy/passport related appointment please let us know the date and time as soon as possible and provide evidence.
- We will authorise absences of this nature providing we have seen evidence and your child has had no more than five appointments in a school year, without good reason.

## Absences for religious holidays

- Your child is entitled to 2 days authorised absence from school per year for religious holidays. If you wish to take your child out of school for this reason, please let the school office know prior to the day. If your child is absent we will not assume that it is for religious purposes and we are unable to authorise time off after the absence.

## Absences due to family emergencies/weddings/funerals

- We may be able to authorise some time off for family emergencies, weddings or funerals. This will depend on personal circumstances, evidence provided, child's current attendance and the school calendar.
- If you expect your child to be absent from school, please speak to a member of the school office. You will be asked to complete an 'Extended Leave Form' form and return it along with evidence of the reason for the absence and if necessary flight details. Once you have completed the form and provided us with the necessary evidence, we will make a decision whether or not the absence will be authorised.

## Other circumstances

- If your child needs to be absent from school for any other reason, please come and speak to a member of the school office, we will endeavour to help you in the best way we are able.
- We will not authorise holidays during term time. We are aware that the price of flights and hotels may go up in the school holidays and so will try to schedule teacher-training days for the last days before the holiday so you can travel on these days instead.
- If your child has 10 or more unauthorised absences in an 8-week period, then you will be subject to a penalty notice or prosecution.

## What to do if your child will be late

- If you expect your child to be late for school, please contact us at the earliest possibility to let us know the reason for this and provide an approximate time when they will be in school. If they have a school dinner, this will need to be ordered before 9:30 am; otherwise, we cannot guarantee that they will be able to have a school lunch.
- If there is a long term problem that prevents you from getting to school on time, please come and talk to us about it, we may be able to offer some assistance.
- If your child is late more than three times per term, we will inform you in writing. If there is no improvement after this and you have not come to talk to us about it, we will invite you to a meeting with the Attendance Officer and Education Welfare Officer to try to get to the root of the problem. If we still see no improvement, you may be fined or prosecuted.

## Attendance Rewards

We aim to reward children with a high attendance. While rewards may be subject to change, a rough guide to our reward system is given below:

- **Whole Class 100% for one week** - Each class that has 100% attendance from every student for a whole week, will be able to celebrate with a class party the following week.
- **100% in a term** - If your child attends school every day for a full-term, then they will get a certificate and a sticker. Children who achieve 95% and higher attendance will also receive a sticker.
- **100% in a year** - If your child attends school every day for a whole school year, then they will be invited to a day out the following September. Last year we took the children with 100% to Paultons family theme park.