



GATLEY PRIMARY SCHOOL

REGISTRATION & ATTENDANCE POLICY

This policy outlines Gatley Primary School's approach to ensuring the regular and punctual attendance of all children, which is regarded as essential for our children's education.

JUNE 2018

VERSION HISTORY

Date	Document Version	Document Revision History	Document Author / Reviser
24.03.2010	1.0	Policy agreed by Governing Body.	S Foster
17.05.2016	2.0	Policy reviewed and agreed by Governing Body.	J Evans
27/06/2018	3.00	Policy reviewed and agreed by Governing Body.	M Chow

M. Chow

Head of School

Chair of Governors

Date: 27/06/2018

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Gatley Primary School | Hawthorn Road | Cheadle | Gatley | SK8 4NB

Introduction

One of the key measures of a successful school is good attendance.

At Gatley Primary School we believe that regular and punctual attendance is essential for our children's education. We can do this effectively if parents, school staff, and children make an effort to inform each other of any issues which may effect attendance. Gatley Primary School's staff and Governors convey a clear message to parents that regular attendance is vital and that unauthorised absences are not acceptable.

Aims

- To help promote good attendance and punctuality
- To help improve achievement
- To establish and maintain good communication with parents and children
- The school follows the good practise recommendations issued by the Local Authority and Department for Education.

What Parents and Carers Can Do

- Make sure your child arrives in school in time for registration at 9.00am.
- If your child is absent from school, you should contact the school office giving a reason for the absence, on the first day.
- If you need to take your child out of school during term time, a "Leave of absence" request form" MUST be completed 2 weeks prior to the requested absence, these forms are available from the school office. The school will notify you of the outcome from your request within 5 working days from the receipt of the form. In exceptional circumstances the Head Teacher may grant leave of absence. The school does not authorise absence for holidays during term time.
- Provide details of any changes in emergency contact information e.g. where we can contact someone if your child is unwell at school.
- Let the school know of any other reasons why your child is absent e.g. dental or hospital appointments.

What the School Will Do

- School uses rewards to encourage good attendance and punctuality by various incentives ie. 100% attendance awards, 100 day challenge, certificates, gift rewards.
- Details of reason for absence will be recorded by code and should be on the first day.

- If no reason is provided for a child's absence, a letter will be sent home requesting the reason for the absence.
- Attendance and punctuality are regularly monitored if there are any concerns, school will contact the parent/carer to discuss ways school can support you in improving your child's attendance.

What Outside Agencies are Involved?

- Registers are checked every week, and any concerns are recorded by the staff. These are discussed with the Head Teacher and where appropriate cases of poor attendance or causes for concern will be referred to the Local Authority.
- If a child is frequently absent due to illness, parents/carers may be asked to provide a Doctor's note as evidence.
- School works in partnership with all to support needs of families.