

Rewards for Good Attendance

How do we celebrate attendance?

We celebrate good attendance as part of our weekly celebration assembly. We have two trophies which are presented to the class with the highest attendance and one trophy for the class with the most improved attendance.

We provide information to parents/carers in our end of year reports and reward excellent yearly attendance with individual pupil certificates.



We hope that this leaflet has been useful in explaining the Attendance Policy for our school. A complete version of the School Attendance Policy is available from the school office on request—it also appears on the website.

If you have any queries about the contents of this leaflet, or if you are concerned about your child's attendance please contact Miss Allison.

We want to see all the pupils of our school achieve their full potential, and regular attendance is vital in achieving this.

Thank you for your support in this area.

Broomfield Primary School

Off Ploughmans Lea
East Goscote
LE7 3QZ

Telephone 0116 2606704



**School Attendance
Information**

**Information for Parents &
Carers**

What does our Attendance policy Say?

AIMS

To encourage and assist all children to achieve excellent levels of attendance of above 95%

To maximise attendance across the school population and reduce persistent absenteeism (below 85%)

Work together with parents/carers in both a supportive and challenging role to achieve high levels of attendance.

CHILDREN

All children are expected to:

- Attend school regularly and to arrive on time.

PARENTS/CARERS

Parents/carers are legally responsible for ensuring their child's regular attendance at school in accordance with Section 444 of the Education Act 1996. They should ensure that:

- Their child attends and is punctual.
- They inform the school of the reason for any absence by telephone call on each morning of absence. The school will then make the decision to either authorise or unauthorise the absence.
- They understand that holidays in term time are not an entitlement and can only be authorised in exceptional circumstances.

Exceptional Leave

The school recognise that there may be times when a child requires exceptional leave during term time for short periods of time. In these circumstances parents/carers are asked to complete the 'Exceptional Leave Form' to request the absence. These requests will be considered by the Headteacher on an individual basis.

Procedures for Following Up Absence/Lateness

If a student is absent and no reason has been provided by 9.30am school will contact parents as part of the safeguarding procedure.

If no reason has been provided regarding a child's absence further contact will be made with parents/carers requesting this information.

When a child is persistently late or absent without good reason, and the school's efforts to effect change have been unsuccessful, a referral may be made to our Attendance Officer for further action.

School attendance records are completed daily and stored electronically for future reference.

Attendance data will be collected and analysed to help identify patterns, set targets and inform pastoral and curriculum practices.

Parents/carers will be kept regularly and fully informed of all concerns regarding attendance and punctuality.

Are you giving your child the best chance?

190 days school attendance = 100%

180 days school attendance = 95%

TOP MARKS!

You are giving your child the best chance of success.

171 days school attendance = 90%

161 days school attendance = 85%

SLIPPING BACK!

It is harder for your child to progress.

152 days school attendance = 80%

142 days school attendance = 75%

SERIOUS CONCERNS