

ATTENDANCE INFORMATION - SUMMARY FOR PARENTS

Securing a high level of attendance requires the school and home to work closely together. To this end, we ask parents/carers to:

- Ensure that their child attends school regularly and punctually (between 8:15am and 8:25am) unless prevented from doing so by illness or attendance at a medical appointment.
- Contact the school on the first day of their child's absence, providing accurate details of the reason for their absence. This information is used to determine whether the absence is authorised or unauthorised. All communication pertaining to an absence for illness must be done either in person, via email or telephone, where possible before 8.30am so that the teacher can be informed before school begins.
- Send in a written note with their child on the first day s/he is back at school. This should be handed in to reception. Alternatively, parents may email their child's class teacher (copying in reception@cambridge-steiner-school.co.uk) once their child has returned to school. This is needed for our records and also authenticates any telephone messages.
- Inform the school in advance of any medical appointments in school time, in writing (Appendix 1).
- Make written requests to the class teacher (Appendix 1) for any leave of absence in term time, only if absolutely necessary as these are not automatically authorised. For more information about making a request for a leave of absence, please see the Leave of Absence Request Policy and Procedure.
- Get in touch with the class teacher at an early stage about any concerns they have about their child's attitude towards school, or motivation to attend and arrive on time.
- Coordinate with their child's class teacher and support their child in catching up on work they have missed due to any absence.

Lateness

- Any pupil who comes into school between 8.30am and 9am will be marked as late in the attendance record.
- Children who have attended a medical appointment and subsequently come to school later than 9.05am will have the absence recorded as a medical.
- Any pupil coming into school after 9am without a valid reason will have the absence recorded as unauthorised.

Children who are persistently late miss a significant amount of learning and settling in time. Persistent lateness (more than two days in a row, or more than once a week in a two-to-three-week period) will be addressed promptly by the child's class teacher in the first instance. Where there has been more than 10% lateness over a term parents will receive a letter advising them of the concerns and the school will provide opportunities for parents to seek support and advice to address these issues.

ADDRESSING ATTENDANCE CONCERNS

The school expects attendance of at least 96%. It is important for children to establish good attendance habits early on in their school career. It is the responsibility of the class teachers, along with the School Coordination Team to support good attendance and to identify and address attendance concerns promptly.

We rely upon parents to ensure their child attends school regularly and punctually and therefore where there are concerns regarding attendance parents are always informed of our concerns.

Initially concerns about attendance are raised with parents via an email or letters which are sent home. There will be opportunities for the parent to discuss reasons for absence and support to be given by the school with the aim to improve attendance. Where a child's attendance record does not improve over a period of time then the school has a responsibility to make a referral to the Educational Welfare Service.

Attendance issues relating to health are dealt with supportively and clearly, with special measures being provided for these children.

