

## Rewards for good attendance



Use this space to tell parents and pupils what you will do as a school to reward and promote good attendance.



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.

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

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.

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**Rosegrove Infant School**

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Owen Street  
Burnley  
Lancs  
BB12 6HW  
01282 424919

**Rosegrove  
Infant School**



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**School  
Attendance  
Policy**

*Headteacher:  
Mrs J Stewart*

# Summary of School Attendance Policy

At **\*\*\*\*\***, we expect children to attend school every day, as long as they are fit and healthy enough to do so.

We feel that the most important way to promote good attendance is to ensure that both pupils and parents have a positive relationship with school.



Research shows that pupils who attend school regularly are more likely to do well in the future.



Regular attendance helps children to develop their confidence and to make and keep lasting friendships.

## What is 'good' attendance?

Anything less than 100% attendance means that your child is missing out on their education.

For example, 90% attendance is the same as missing half a day each week, or one whole month a year off school.

Punctuality is also very important. School starts at **\*\*\*\***am each morning.



Did you know, that being just 15 minutes late each morning means your child would miss the equivalent of 10 days from school each year.

## If your child is absent

If you know your child is going to be absent from school, you should:

- Where possible, ring school at the earliest opportunity to let them know.
- Send a note to school explaining the reason for the absence (in advance if possible—for example if your child has a doctors appointment)

School will contact parents if they are in any doubt as to the whereabouts of a child.



## Holidays in term time

Holidays in term time are not a 'right'. It would be better for your child's education if holidays were taken during normal holiday periods. However, there may be occasions where this is not possible. All requests for holidays in term time must be made in advance and will be granted at the Headteacher's discretion dependant on the circumstances.



## The next step:

If the attendance of a pupil is low, the parents will be contacted and asked to meet with school staff to see how this can be improved. Support will be offered to both parents and pupils as required. The use of a 'Parent/School Agreement' may also be considered.

If concerns remain, school may have to consider referral to external agencies, such as the Local Authority Pupil Attendance Support Team.

The use of Penalty Notices may also be considered under certain circumstances.