

Attendance

At Bell Farm School we aim to:

- provide a caring and welcoming learning environment
- provide an appropriate and engaging curriculum for pupils
- praise and reward good attendance and punctuality
- share attendance records across year groups, classes and at an individual level
- raise parents' and carers' awareness of their legal responsibilities regarding attendance.



School education provides the vital foundations for a child's future life.

Research shows that poor attendance adversely affects children's social development and academic achievement.

- **98** percent attendance
= **4** school days missed
- **95** percent attendance
= **10** school days missed
- **90** percent attendance
= **19** school days missed
- **80** percent attendance
= **38** school days missed



Don't underestimate the importance of 100% attendance. Even one day missed can have an effect on learning.

The start of the day

The school gates open at **8.35am**.
The school day begins at **8.45am** for all children.

The register is taken at **8:55** straight after the bell goes. Children arriving in school after this time are given a red sheet and marked late in the class register. Children arriving after **9.20am** are marked absent for the whole morning as this is seen as an unauthorised absence.



As parents or carers, it is your responsibility to ensure that your child attends school regularly and arrives punctually every day.

When everyone arrives on time:

- registration takes place quickly and smoothly
- the day gets off to a good start for everyone
- your child hears the important information needed to have a safe and successful day
- your child hears the important instructions that start every day
- your child will not be anxious about missing vital information

Five minutes late each day means three school days missed

When your child arrives late

- Late children can delay the morning's routine for all children.
- The teacher has to repeat information and instructions whilst others have to wait.
- An unsettled start can result in less progress being made by your child with the day's learning.
- Your child will be marked late or absent. Attendance figures are included in your child's annual report completed each summer term.

The requirements of the law:



By law, schools must record absences and the reason for these absences. If your child is not in school for any reason, please let either the school

know in advance or ring the school office before **9.30am** on the first day of the absence. We need to know every day your child is absent. A message can be left on the answerphone at any time.

Where possible, appointments should be made during holidays and after school.

Parents and carers must provide reasons for absences.

Only the headteacher can officially authorise an absence. The Education Welfare Officer makes regular checks on attendance and will meet with parents and carers when required.

Examples of Authorised and Unauthorised Absence

It is the policy at Bell Farm that absences are only authorised in exceptional circumstances.

Authorised



- illness of pupil with evidence
- unavoidable hospital or dental appointment for the pupil
- recognised religious observance (1 day).

Unauthorised



- Illness of a parent/carer
- shopping trips
- birthday treats, family events
- oversleeping due to late night
- looking after other children
- holidays in school time.
- coughs and colds

Surrey County Council, to which this school has agreed, states that **each** parent who takes their child out of school for five days or more during term time, without the authority of the headteacher, will be liable to receive a penalty notice of **£60**, but this will rise to **£120** if it is not paid within **21 days**. Failure to pay a penalty notice will usually lead to **prosecution** in Court. Penalty Notices will be issued by the Local Authority. Further information is available in our Attendance Policy.



As a parent/carer you are legally responsible for ensuring that your child attends school regularly.

Information in school

Please ensure that the school office has up to date home and emergency contact information at all times. Should you change your phone number (landline or mobile) or email address, please remember to inform us immediately.



Absence notification

It is expected that children will not be taken out of school during term time, as children miss important parts of the planned curriculum and don't always get the chance to catch up.

If an absence is unavoidable an Application for Absence form must be completed. This is available from the school office. Once completed, it should be submitted to the school for consideration by the headteacher.

The school endeavours to work with all parents to ensure good attendance. The headteacher will be pleased to discuss any aspect of this leaflet, and support parents and carers where necessary.

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Every school day counts!



Bell Farm Primary School Guide to Attendance and Punctuality

Why is good attendance important?

Good attendance and punctuality are vital for success at school, and to establish positive life habits that are necessary for future success. Through regular attendance, pupils can:
Build friendships and develop social groups.

Develop life skills.

- Engage in essential learning and other school social events.
- Achieve to their full potential.
- Minimise the risk of engaging in anti-social behaviour and becoming victims or perpetrators of crime.



All parents should promote good attendance and work in partnership with their child's school to provide a cohesive approach.

