



Attendance Matters



June 2017

The attendance of children at Godinton Primary School is very good. We believe that good attendance and punctuality will:

- Help children to make the most of educational opportunities
- Instil in children good time keeping habits
- Prepare children for the world of work

This leaflet provides a summary for parents of our attendance policy. A full copy of the school's attendance policy is available on the school website at www.godinton.kent.sch.uk

Godinton Academy Trust is a charitable company limited by guarantee and registered in England and Wales with company number 9404783. The registered office is at Lockholt Close, Ashford, TN23 3JR.

Improving Your Child's Punctuality

Arriving at school on time is important. The register is taken electronically at 9.00 a.m.

In order to help your child arrive on time...

- ◇ Make sure your child gets up in good time to have breakfast.
- ◇ Encourage your child to pack their bag the night before.
- ◇ Give yourself enough time to travel to school, ensuring that you make allowances for possible traffic delays. Remember that traffic is always heavier on wet days, so walking to school is far more reliable.
- ◇ Encourage your child to lay out their school clothes the night before.
- ◇ Walking to school means you are better able to gauge how long your journey will take.
- ◇ Please remember that if you do drive to school, park at Chimney's car park.

EVERY SCHOOL DAY COUNTS

Key Points contained within the school's attendance policy:

- Parents **MUST** always notify school if their child is absent. It is helpful if this is daily. This should be followed up with a letter upon a child's return to school. The school has a designated telephone line for the reporting of absences. (Tel 01233 621616)
- Parents must ensure that their contact details in the school office are up to date. Please advise us as soon as possible if any details change. This includes an email address.
- Parents / carers should not send children to school if they are genuinely unwell and should try to make medical / dentist appointments after school or in the school holidays.
- Attendance is regularly monitored. Parents will be notified if school is concerned about a child's attendance and may be asked to discuss attendance issues with a senior member of school staff if attendance issues persist. This may be escalated to the Educational Welfare Officer in cases where attendance has not shown improvement.
- Attendance information is included on your child's report in the Spring and at the end of the academic year. Attendance of 95% or better is considered to be good. Anything below is considered to be low attendance.
- **Absence from school for holidays will not be granted. Parents are expected to ensure that holidays and family outings or events are arranged during the school holidays. Dates of school holidays are always issued a year in advance and are available on the school website.**
- Should you take your child out of school during term time you may incur a penalty notice. Penalty notices are issued to each parent of each child. The amount of the penalty would be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.



Lateness

It is important that children arrive punctually at school. Registration is completed in the classrooms electronically. At the same time, the children make their school lunch selections.

- Children must be in school by 9.00 a.m
- If they arrive at school after this time, they should report to the school office where the late book will need to be signed and a reason for lateness given.
- If a child arrives after 9.30, this will be recorded as an absence.

Help with attendance issues

If you are concerned about your child's ongoing attendance then please contact the school office as soon as possible.

- The school has a Family Liaison Officer, Mrs Tracey Jones, who may be able to help parents with any pastoral issues which may lie behind poor attendance.
- If medical issues are hindering your child's attendance then we may be able to access support for you from the school nursing service. Please see either Mrs Sarah Stein, our Assistant Headteacher for Inclusion, or Mrs Tracy Jones for further information.
- The school may be able to help with the administration of prescription medicines during the school day. Please contact the school office for further information. Further details about medication in school is outlined in our medical needs policy which is available on the school website.
- The school runs a Breakfast Club from 7.50 a.m every day of the week. The children are able to have breakfast and enjoy a range of different activities. For details about availability of places and charges, please contact Mrs Taylor on 07858136146 or contact the school office.