

Attendance and Punctuality Policy

Rationale

St Margaret's CofE Primary School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise his/her true potential.

The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.

All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

The school will establish an effective system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

To meet these objectives St Margaret's CE Primary School will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

Ethos

Do everything to the Glory of God

- ❖ Achieve your best
- ❖ Care for each other
- ❖ Trust in the Lord

Aim

- To improve the overall percentage of pupils at school.
- To make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors.
- To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
- To provide support, advice and guidance to parents and pupils.
- To develop a systematic approach to gathering and analysing attendance related data.
- To further develop positive and consistent communication between home and school.
- To implement a system of rewards and sanctions.
- To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.