

## Tornedale Infant School



## Attendance and Punctuality Information for Parents

*Working Together – Aiming High*

Date Procedure Ratified			
Date Procedure to be reviewed	September 2023		
Signed by Chair of Governors			
Signed by Headteacher			

### Aims

Tornedale Infant School, in conjunction with all schools in the Rossington Pyramid, believes that good attendance is essential if children are to gain the maximum benefit from school in acquiring the educational and social skills to equip them for life.

We aim to achieve good attendance by operating an attendance policy within which school staff, parents, the Education Welfare Service and all other appropriate agencies can work together in partnership.

### How to help with your child's attendance

- **Please inform the school on the first day of all absences.** You can phone the school office on 01302 868387 or leave an answerphone message, use the ParentMail app to report the absence, or email [admin@tornedale.doncaster.sch.uk](mailto:admin@tornedale.doncaster.sch.uk). Please ensure you leave your child's name, reason for absence and when you expect your child to return to school.
- **Respond to any request for information about attendance.** If our Attendance Officer has not heard from you on the morning of your child's absence she will send you a ParentMail message reminding you. If after 24 hours no reason has been provided all contacts of the child will be phoned. The Headteacher or Attendance Office will make a home visit if none of the emergency contacts is able to provide a reason for this absence. If no-one is home when they visit

the property, a member of the Senior Leadership Team will contact the Police.

- **Make sure your child arrives in good time for the start of school.** We offer a free breakfast club from 8.20 am every day except Fridays for children in Reception, Year 1 and Year 2; breakfast club will not run during periods of high infection when 'bubbles' are in operation.
- **Discuss the importance of attendance with your child.** (More than 10 days off in a year including holidays will be unsatisfactory attendance.)
- **Be proud of your child's achievements.** Good and improved attendance is rewarded by the school with various incentives for individual pupils and classes.
- **Support school in its effort to raise standards.**
- **Make sure that you are punctual bringing your child to school and picking them up at the end of the day.** If you are going to be late bringing your child to school or picking them up, please let school know.

### What we do to improve attendance and punctuality

- We have a target for attendance each year set by the Government - each child should have at least 97% attendance.
- Children who have an attendance lower than 97% are discussed in regular meetings between the Attendance Officer and the Headteacher.
- We follow up any unexplained absences.
- We report any patterns in a child's absence, such as if they often have a Friday or Monday off.
- We reward children who have 100% attendance through the term/year.
- We will not authorise any holidays unless it meets the Local Authority's guidance for exceptional circumstances
- Children who are regularly late miss a lot of learning opportunities; this will be discussed in our attendance meetings and may be followed up by the Headteacher.

Tornedale Infant School is a successful school and your child plays their part in making it so. We are committed to providing a quality education for all our pupils. This can only be achieved with full attendance and the school will do its best to ensure maximum possible attendance, so that any problems that interfere with good attendance are identified and remedied as soon as possible.