

# Attendance at Burlington Junior School



## Our role

As a school, we prioritise the importance of good attendance so that all our pupils have the best possible chance to achieve their full potential. We expect all pupils to aim for 100% attendance.

## Your role

As a parent, you are responsible for ensuring that your child attends school regularly and on time.



## Lateness

Our doors open at **8:45am** and registration is at **8:55am**. Any children arriving after **9:00am** will be marked as late. Children arriving after 9:30am will be marked as an 'unauthorised absence' unless a genuine reason has been reported to the office.

If your child arrives after 9:00am, you must bring them into the school office and explain why they are late. Your child will receive a late mark, which will impact on their overall attendance and progress.

## Absence

If your child is unavoidably absent, you must let the office know on **01262 674487** as soon as possible **on each day of the absence**.

Illness	Appointments	Holidays
<p>We understand that children are ill from time to time and that sometimes they will be too unwell to come to school. However, if a child is feeling 'under the weather', we would prefer it for them to be sent into school as they often feel better once they are learning with their friends. If their condition worsens or staff feel they are too ill to remain in school, we will contact parents and arrange for their child to be collected.</p>	<p>Please try to arrange medical appointments out of school time. Should this not be possible please try to bring your child into school in the morning to enable him/her to get their registration mark and return them to school promptly following the appointment. An appointment later in the afternoon enables your child to have full attendance for that day. Where an appointment takes place during the school day, please inform the office in advance.</p>	<p>Parents are no longer allowed to take children on holiday during term time unless in exceptional circumstances, agreed with the Headteacher. The Governing Body has adopted the East Riding of Yorkshire Council's Term Time Holidays Policy.</p> 

## Celebrating good attendance



Good attendance has many benefits: children who attend regularly are more likely to do better socially and academically which helps them to achieve their potential in school and the wider world.

We celebrate good attendance in school with a range of rewards including certificates, free swim passes, ice-creams and a trip to the cinema or bowling .

The names of children with 100% attendance in a term are entered into a prize draw the winning ticket drawn out will receive a £20 Amazon voucher.



### Unacceptable attendance procedures

- If your child's attendance falls **below 96%** you will receive a letter (**96% is the national expected attendance average**).
- If your child's attendance continues to fall further you will receive a letter inviting you to a meeting at the school, which will result in an Action Plan being put in place.
- Following the Action Plan any further absences will result in a referral to the school Education Welfare Service at the Local Authority.
- A number of unauthorised absences may result in penalties being issued by the Educational Welfare Office.

**We would like to thank you for your continued support.**

**If you have any concerns or are worried about your child's attendance, please contact the school as soon as possible.**