



## **Attendance Expectations**

At *Avanti Park School* we believe that regular and punctual attendance at school is important to ensure that each pupil can take full advantage of the educational opportunities available to them. Pupils who are persistently late or absent soon fall behind with their learning. It can also have a negative impact on the development and maintenance of friendships, which can make school feel more challenging than it should.

**We strive for 100% attendance at *Avanti Park School*, the minimum attendance expected is 97%.**

It is the joint responsibility of parents, pupils and all staff members to ensure that children are attending school as they should be. We endeavour to work with families to make sure that any problems, or circumstances which may lead or be leading to poor attendance, are given the right attention and appropriate support.

## **Timings and Punctuality**

Pupils are expected to arrive punctually for school and ready to learn in time for morning registration, which will begin at 8:45 a.m.

Please see below the timings for the start of each school day:

**School Gate Opens: 8:40 a.m.**

Pupils should make their way to the external door of their classrooms once they have entered through the gate.

**Access to Classrooms: 8:45 a.m.**

The class teachers will open the cloakroom, allowing pupils to access their classrooms.

**School Gate Closes: 8:50 a.m.**

All parents/carers should leave the school premises through the gate promptly by this time.

- **If Parents/Carers of pupils in Reception to Year 4 wish to accompany their child to the classroom they should arrive between 8.40 a.m. and 8.45 a.m.**

**You will be expected to have left the school site through the gate by 8:50 a.m.**

- Pupils in Year 5 and above should leave their parents at the gate and make their own way to their classrooms. We want to encourage pupils in these classes to develop some independence and responsibility.

**Pupils who arrive from 8:50 a.m. onwards, but within the registration period, will be marked as late** and will need to sign in at our designated late entrance (to the left hand side of the main school building) giving a reason for being late. It is vital that pupils arriving after 9:00am sign in at the main school office to ensure that appropriate safeguarding and health and safety regulations are followed and that all pupils are accounted for. **The morning registration period ends at 09:00 a.m.** *Fixed penalty notices may be issued to parents/carers whose children persistently arrive after this time.*

**Persistent lateness impacts negatively on a child's social, emotional and academic experience at school.** When a child arrives late to school, they miss important events like assembly, teacher instructions and introductions. Children often also feel embarrassed at having to enter the classroom late.

The table below indicates how frequent lateness can add up to a considerable amount of learning being lost. This can seriously disadvantage children and disrupt the learning of others.

<b>Minutes late per Day</b>	<b>Equates to Days of Teaching Lost in one Year</b>	<b>Which means this number of lessons missed</b>
5 mins	3 Days	15 Lessons
10 mins	6 Days	30 Lessons
15 mins	9 Days	45 Lessons

**Absence**

It is the aim of *Avanti Park School* that pupils should enjoy learning, experience success and realise their full potential. Any absence affects the pattern of a child's schooling and regular absence may seriously affect their learning. The Department for Education (DfE) defines a pupil as a 'persistent absentee' when they miss 10% or more schooling across the school year, for whatever reason.

**Effects of non-attendance.**

The table below indicates how what might seem like just a few days absence can result in children missing a significant number of lessons.

Attendance during school year	Days lost in a year	Which is approximately	Approximate number of lessons missed
97%	5 Days	1 Weeks	30 Lessons
90%	18 Days	4 Weeks	100 Lessons

**Absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence is given to the school.** It is the responsibility of the parent/carer to inform the school by phoning on 01373 832804 by 9.00 a.m. on the first day of absence, stating clearly the reason for the pupil's absence. Parents/carers cannot authorise absences.

**If you request permission for term-time leave due to exceptional circumstances and it is not granted or term-time leave is taken without prior permission from the principal, the absence will be unauthorised and a fixed penalty notice may be issued by the Local Authority.**

The table below outlines the action you are required to take for each reason of absence:

Reason	Additional Information	Action
<b>Illness</b>	<ul style="list-style-type: none"> <li>If your child is tired or has mild symptoms, such as a common cold, then your child can come into school. We will contact you if your child is not coping.</li> <li>If your child is too ill to attend school then you must contact the school by 9 a.m. on the first day of absence.</li> </ul>	<ul style="list-style-type: none"> <li>Phone the school office by 9 a.m. on the <i>first</i> day of any period of absence. Any supporting written evidence, such as, appointments can be sent to <a href="mailto:absence.ap@avanti.org.uk">absence.ap@avanti.org.uk</a></li> <li>A phone call or an email to alert the school on each further day of absence.</li> </ul>
<b>Medical/Dental Appointments</b>	<ul style="list-style-type: none"> <li>When making medical or dental appointments for your child please make every effort to ensure they are made outside of school hours.</li> </ul>	<ul style="list-style-type: none"> <li>If a medical or dental appointment is only available during the school day then the parent/guardian will need to provide confirmation to the school, before the date of the appointment where possible. This can be a copy of the</li> </ul>

		<p>letter received, appointment card, text or a photo of the booking-in screen where available. The confirmation should clearly show the child's name, date and time of the appointment so that the absence can be authorised.</p> <ul style="list-style-type: none"> <li>• Appointments should not ordinarily result in a full day of absence and so children should attend school for as much of the day as possible.</li> </ul>
<b>Term Time Leave</b>	<p><b>Term-time leave of absence can only be authorised by the Principal, if it is for exceptional circumstances as outlined by the Department for Education.</b> Some of these include:</p> <ul style="list-style-type: none"> <li>• Parental leave from active military service.</li> <li>• Terminal parental illness.</li> <li>• Religious Observance.</li> <li>• Parental wedding.</li> </ul>	<ul style="list-style-type: none"> <li>• You will be required to complete a '<b>Request for Absence</b>' form which you can request from the school admin office. This must be completed and returned to school giving a <b>minimum of 4 weeks notice</b>.</li> </ul>