

# **Oldbury Park Primary School - Attendance and Punctuality Policy**

Attendance and Punctuality are extremely important for the effective learning of each child. Attendance was picked out as an area to focus on by Ofsted, so this is the school's renewed approach. Your child needs to be in school every day to maximise their ability to learn and make progress so that they can reach their potential.

## **Rewards**

- The class with the best attendance is celebrated each week in assembly and classes are rated on Weekly Words.

## **Punctuality**

The school day starts at 8.55am. Any child arriving after this time will have to report to the main Reception in order to gain a registration mark.

## **Being on time is good because:**

- It gets the day off to a good start with everyone in a positive frame of mind.
- Helps your child make the most of their learning.
- Helps children develop a sense of responsibility for themselves and others, setting positive patterns for the future.
- Leads to success and confidence.

## **Being Late:**

- Gets the day off to a bad start
- Can be embarrassing for your child
- May lead to your child feeling confused. They may miss out on the introduction to the learning, vital instructions, information and news at the start of the day.
- May damage your child's confidence.
- Disrupts the learning for everyone.
- Can create a bad habit that is hard to break in the future.
- Punctuality is an important life skill and discipline to develop in children from a very young age.

## **What will the school do?**

- Contact parents/carers at home or at work to check the reason for absence.
- Ensure our Education Investigation Team from the Local Authority are kept up-to-date with individual attendance data.
- Ensure the Weekly Words informs you of school holiday dates well in advance.
- Support you with your child's attendance if necessary.

## **What we ask parents/carers to do:**

- Make sure your child arrives on time every day for school.
- Ensure that we have your correct telephone numbers at all times.
- Phone the school (01905 424878) or email ([office@oldburypark.worcs.sch.uk](mailto:office@oldburypark.worcs.sch.uk)) from 7.30am on the first day of absence, giving reasons.
- Make routine medical/dentist appointments after 3.30pm or during the school holidays.
- Not to allow their children to be absent from school for reasons other than illness. Family holidays should be taken during the school holidays.
- Contact the school if you would like support with your child's attendance.

**Approximate days absence in a school year:**

Attendance rate	Number of days absent
100%	0
95%	10
90%	20
85%	30
80%	40

**Your child's attendance rate will affect their performance in school.**

80% attendance is the equivalent of missing one day a week of school.

This is the same as four years attended over a five year period in school.

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Sarah Boyce – Headteacher  
The Full Governing Body