

Working in Partnership

We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end we strive to make each school a happy and rewarding experience for all children. If you have any concerns about your child's attitude to school please talk to your child's class teacher or the Headteacher.

How are attendance figures worked out?

A register is taken in school each morning and each afternoon. A child will receive a 'mark' for each session; these marks are totalled by school and given as a percentage (e.g. if a child attends school all week they will receive 100%; if a child is absent for one day they will have an attendance of 80% for that week.

Attendance figures are therefore calculated solely at two attendance points each the day. Therefore, for example, if a child arrives in school in the morning and then leaves school for an appointment at 11:00am and then arrives back in school prior to the start of the afternoon session, the register will show that the child was in attendance for both school sessions.

How is lateness recorded?

Winterbourne Valley CE VA First School
Registration time is **8:30am**

If a child arrives late, after registration time i.e.8:30am, but within the first 20 minutes of the registration time the child will receive a 'late' mark but will be considered as 'attending' the morning session. If a child arrives in school after the first 20 minutes i.e. after 8:50am, the child will be marked as being 'late after registers closed' and therefore considered and recorded as being 'absent' for the session.

Attendance Policy

What is an attendance policy?

Under the *Education Regulations 1995* the governing body is responsible for making sure schools keep an attendance register that records which pupils are present. The register must also indicate why a pupil is absent. Our policy aims to raise awareness of the importance of good attendance and ensure each school's legal responsibility is met.

Government attendance regulations make clear that schools may **not** grant any leave of absence during term time unless there are **exceptional** circumstances. Headteachers can determine the number of school days a child can be away from school if the leave is granted.