

WILLIAM FLOYD ELEMENTARY SCHOOL

ATTENDANCE POLICY

2011-2012

The School will:

- Ensure that pupils attend regularly and punctually.
- Ensure efficient and accurate registration of pupils.
- Contact parents/guardians by mail if a child is consistently late or fails to attend school without a satisfactory explanation. Letters will be mailed home with 5 or more unsubstantiated absences.
- Publish individual attendance figures to parents/guardians annually and report overall school attendance to governors termly.
- Provide overall attendance percentages on a weekly basis in order to monitor plans and take relevant action on poor attendance and punctuality. (Interventions)
- Ensure that there are clear communication routes to discuss any difficulties which may be preventing a pupil from attending school.
- Discuss / refer any pupils causing concern to the Attendance Intervention Service. School administrators may contact/visit homes where attendance is a concern.
- Encourage the support of parents/guardians in the school's role.

Parents/Guardians/Children will:

- Attend school daily.
- Arrive on time daily.
- Report to the school office if they arrive late. Let staff know if there are any *issues* that might prevent them from being punctual or from attending.
- Submit medical notes when appropriate

The Classroom teacher will:

- Ensure accurate register keeping.
- Positively promote good attendance within the classroom.
- Foster positive links with parents/guardians (which may involve informal discussions concerning punctuality or absence).
- Send the attendance to the office each morning.
- Discuss attendance concerns with school administrators when necessary and note severe attendance issues on grade report forms.