



Learning for life, building a firm foundation.
 'This is a Good School' Ofsted



July 2023

Attendance and Punctuality
Important Changes in the Law for September 2023

We believe that our vision, *Learning for life, building a firm foundation*, is fundamental in developing and securing good attendance. Children need firm foundations on which to build in all aspects of their lives. Ensuring school is a calm, safe, orderly and supportive environment, where all pupils want to be and are eager and ready to learn, provides the opportunity for every child to reach their full potential.

Under the new Department of Education statutory guidance 'Working together to improve school attendance', Improving and maintaining good attendance is **everyone's** business. School monitors absence weekly and will offer support to pupils and parents/carers where attendance is falling below the expected level. The government's expected level of attendance is 96%.

If attendance falls below the expected level, your child's class teacher will arrange to speak to you to discuss ways in which we can improve attendance together.

If attendance does not improve, a meeting will be arranged for you to meet with the attendance support team in school to put in place actions to improve attendance. This will involve assistance from Warwickshire Attendance Service and may also involve other external agencies. Where additional needs are identified, a voluntary early help assessment will be suggested.

The Law

The law entitles every child of compulsory school age to a full-time education. **It is the legal responsibility of every parent to make sure their child receives that education either by attendance at school or by education otherwise than a school.**

Where a child is registered at school, **parents/carers have a legal duty to ensure that their child attends every day that school is open**, except in a small number of allowable circumstances such as being too ill to attend.

Punctuality

Arriving to school on time every day that school is open is a **legal requirement** and we expect every child to arrive to school on time.

School gates open at 8:45am to enable children to enter school and settle down
School day starts at 8.55am
Registers are taken at 8:55am

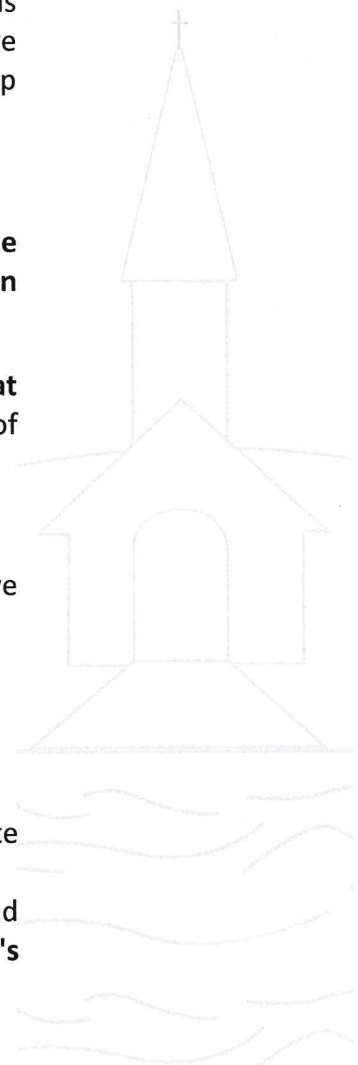
Pupils who arrive after 8.55am with a legitimate reason will be given an L code (late for the morning session). Students who arrive after 9.25am will be given a 'U' code. This means that they have arrived to school after the morning register has closed and therefore the session is recorded as unauthorised. **A 'U' code affects a pupil's attendance.**

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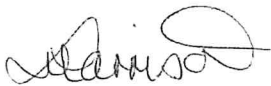
Headteacher
 Sally Kaminski-Gaza
 B.Ed(Hons) Cert.Ed Dip.Ed



We recognise that parents/carers play an integral role to supporting good punctuality and we will work with families and other agencies to resolve any punctuality issues. Where punctuality becomes an ongoing problem, you will be invited in to school to discuss the reasons why punctuality is an issue and put actions in place for improvement.

If you have any concerns that you would like to discuss, please do not hesitate to contact the school office to arrange an appointment.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Lisa Harrison', with a large, stylized flourish at the end.

Lisa Harrison
Headteacher