

Pinewood Infant School

&

Foundation Unit

# Attendance Policy

Coming to school is  
really cool!



Every Day Counts

## Aims

- ❖ To increase levels of attendance throughout school.
- ❖ To continue to improve punctuality.
- ❖ To promote a positive attitude to attendance and punctuality amongst pupils and their families.
- ❖ To ensure children are not taking holiday leave in term time.

Children are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence:



Authorised- where school approves pupil absence



Unauthorised- where school will not approve absence



If a child is absent parents should call school on each day of absence by 9.15am OR email: [office@pinewood.notts.sch.uk](mailto:office@pinewood.notts.sch.uk)

## ACCEPTABLE REASONS FOR ABSENCE:

- ❖ Illness
- ❖ Illness with a risk to others (infection)
- ❖ A death in the family
- ❖ Medical appointments which cannot be made outside of school hours - Please make sure wherever possible that these are made outside of school hours
- ❖ To take part in special tuition outside school
- ❖ Time set aside exclusively for religious observance

## UNACCEPTABLE REASONS FOR ABSENCE:

- ❖ Getting up late
- ❖ Holidays unless exclusively for religious observance
- ❖ School uniform in the wash
- ❖ Shopping
- ❖ Visiting friends or relatives
- ❖ Because a brother or sister is poorly
- ❖ Birthday

**To help your child achieve good attendance please can you:**

- ◆ Make sure your child arrives at school on time (8.40am)
- ◆ Phone or email school on the day your child is absent before 9:15am. Telephone 0115 9521717 or email on [office@pinewood.notts.sch.uk](mailto:office@pinewood.notts.sch.uk)
- ◆ Discuss with school at the earliest opportunity any problems that are affecting your child's attendance.
- ◆ Do not let your child be off unless it is really necessary.
- ◆ Arrange medical/dental appointments outside school hours.
- ◆ Do not take holidays in term time - they can't be authorised.

Any child that the school has concerns about regarding their absence will be monitored for patterns of non-attendance. Any unauthorised attendance will be monitored-this includes holidays. If we do not know the reason for absence then a text, phone call or letter requesting the reason for absence will be sent out to parents/guardians. If there is no improvement in attendance a referral to Targeted Support will be made.



**Please don't be late**

School begins at 8.40am and learning takes place straight away. Children need to be in school for registration by this time. Any child arriving late will need to go to the school main entrance with their parent/guardian so that a reason for lateness can be entered into the late book. This is the only way to enter the building so that school is not disrupted in any way. Please do not ask the class teacher or pupils to open any outside doors because it is important that we keep our school safe for everyone and learning to start straight away. If your child is late we have to record that in the registers and persistent lateness will need to be addressed.

**Please work with us to help achieve great things for your children.**

## A message to the Pinewood Children

We believe Pinewood is the best place to be! Every day we have so much fun and we all work together as a great big happy family.

### Coming to school every day helps you to:

- make sure you don't miss important learning
- have better chances of getting a good job
- have fun with your friends and feel really happy

### To do well in school:-

✚ If something is upsetting you at school let your parent/guardian or teacher know. Don't stay at home worrying about it.

### To help you to do this we will:-

- ✓ Have a weekly competition to see which class has the best attendance.
- ✓ Make lessons exciting and fun and we will make sure that you learn lots.
- ✓ Make you feel loved and valued when you are here.

