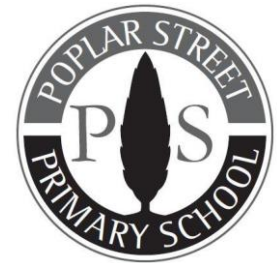


# **Poplar Street Primary School**

Ravenwood Drive, Audenshaw, M34 5EF  
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## **SCHOOL ATTENDANCE GUIDANCE**

### **Statement of Intent**

With the intention of enabling all children to take full advantage of the learning opportunities available to them, Poplar Street School aims to encourage excellent levels of attendance and punctuality.

### **Rights, Responsibilities and Roles**

#### **School**

The school's attendance target is currently 97%. Poplar Street School will record and monitor attendance with the principle that regular time-keeping and uninterrupted attendance is vital to a child's educational progress. School will endeavor to make contact with parents when a child fails to attend and where no message has been received to explain the absence. School may make a home visit when no contact has been made. Poplar Street School will work closely with children's families/carers where attendance or punctuality gives cause for concern, offering additional support where necessary.

#### **Children**

Children will have individual records of attendance and punctuality recorded.

#### **Parents/Carers**

- Parents/Carers are responsible for immediately informing the school of the reason for any absence by phoning or calling in on the first morning of the absence.
- Parents/Carers are responsible for being on time bringing and collecting their child from school.

#### **Registration (including punctuality)**

- Doors open at 8:45am and close at 9:00am. Any children arriving after 9.00am will be recorded in the register as late.
- School ends at 3:15pm. All children must be picked up at this time, (3.30pm for afternoon nursery).

**Working together - aiming high**

## **Punctuality**

All children should enter school through their year entrance in the school yard. Playground gates and the school doors are open at 8.45am. Children can start to arrive from this time. Entrance doors will close when second bell rings at 9.00am any child arriving after this time will need to enter school at the office to be signed in and will receive a late mark. More than one late mark in one week will result in a letter being sent to you. Continued lateness of children will be considered a cause for concern and may result in a meeting with a member of the school staff.

## **Authorised/Unauthorised absences**

Absence from school may be authorised for reasons such as:

- Sickness
- Medical/dental appointments
- Religious observance
- Exceptional family circumstances, such as bereavement

Absence outside of the above will not be authorised unless there are exceptional circumstances.

As part of our Health and Safety Policy, and as advised by the Local Health Authority, children with diarrhea and/or vomiting must have a period of 24 hours symptom free before returning to school.

## **Strategies for Promoting Attendance/Punctuality**

Parents/Carers are kept fully informed of all concerns regarding attendance/punctuality. At the end of each term a print-out of all children's attendance will be given to each Parent/Carer. Where there is cause for concern, a meeting will be arranged and strategies put in place to improve the attendance/punctuality.



Mr I Linsdell  
Headteacher