

Attendance Information

The legal framework governing school attendance and the responsibilities of the parents, schools and the LA is set out in a succession of Education and other Acts, Guidance and Regulations.

In summary, this means that parents are legally responsible for ensuring their children receive education in accordance with Section 7 of the Education Act 1996 and that they regularly attend school.

This means that children must:

- Arrive at school on time.
- Attend regularly.
- Be suitably clothed.
- Be in a condition to learn.

PUNCTUALITY

- Registration starts at 8.50am. Pupils should not arrive on the school premises before 8.40am (unless by prior arrangement with the class teacher) and children remain the responsibility of their parent/carer until they enter school at 8.50am.
- If a pupil arrives late and the register is still open they should be marked as 'late' but counted as present for that session.
- If a pupil arrives late having missed registration (after 9a.m.), they should report to the school office to ensure their presence is noted for the purpose of emergency evacuation.
- If a pupil arrives late for school on a regular basis after the register has closed; this will be followed up and may be referred to the school's Education Welfare Officer.
- Children should be collected promptly at 3.30pm from their classroom. If parents are unavoidably delayed, they should contact school if at all possible.
- Children whose parents are late should be collected from the school office.

REPORTING A CHILD'S ABSENCE

If a child is absent from school, parents should contact the school as soon as possible on the first day of absence. This can be done by telephoning Eastrington Primary School on **01430 410219** or by emailing the school office:

eastrington.primary@eastriding.gov.uk

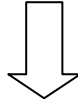
If a pupil is absent without explanation, parents will, when possible, be telephoned before 9.30am on the first day of absence.

WHEN ATTENDANCE BECOMES A CAUSE FOR CONCERN

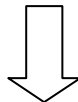
SCHOOL PROCEDURES

The following procedures will be initiated **when the attendance of a pupil becomes a cause for concern.**

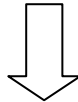
- **Step 1: The child's attendance is monitored and concerns are recorded.**



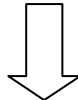
- **Step 2: If attendance falls below 95%, a letter informing parents of the concern will be sent by the Headteacher.**



- **Step 3: Two weeks later, if there has been no or little improvement, a letter will be sent inviting parents into school for an action plan meeting.**



- **Step 4: The action plan meeting is held in school and attendance targets are set. If the parent does not attend, a letter will be sent enclosing the action plan targets.**



- **Step 5: An action plan review meeting will be held in school.**



If the situation has improved, continued support will be offered.



If the targets have not been met, a referral to the Education Welfare Service will be made by the Headteacher. Again, if the parent does not attend the meeting they will be informed of the referral by letter.