



# Attendance and Punctuality Policy

## Moor Allerton Preparatory School

### 1. Overview

We feel that it is imperative for us to ensure that all of our children attend school regularly and punctually so that they receive the best education possible and are given the full support needed in order to fulfil their potential. To this purpose parents will be informed of the school policy and encouraged to understand the importance of good attendance and punctuality.

### 2. Aims

- To recognise that regular and punctual attendance is vital if pupils are to benefit fully from the opportunities which this school offers them and maximise the time in the school day
- To understand that the patterns of attendance and punctuality established by children at primary school tend to continue throughout their school life and beyond
- To recognise that poor attendance and punctuality can have a detrimental effect on social development
- To ensure that the parent community are aware of our expectations in terms of attendance and punctuality and do their best to follow them at all times

### 3. Implementation

#### Roles and Responsibilities

The Head has overall responsibility for monitoring the Attendance and Punctuality Policy and its implementation. The Head will ensure that the Attendance and Punctuality Policy is regularly reviewed and implemented effectively.

All staff members are responsible for monitoring the attendance and punctuality of all members of their class.

#### Expectations

The class register is taken twice a day by the class teacher who marks following the code in the register. All absent children are noted.

Any phone calls from parents are passed on to the class teacher in the form of a written note, which is kept in the register.

Upon return to school parents must explain the absence in writing, which is kept in the register.

All written letters/emails are transferred to the child's file at the end of each term.

If a child is absent from school without an explanation, then a phone call home is made from the school office to establish the reason for the child's absence. If the parents have not made contact within two days, the matter will be referred to the Head.

If a child begins to demonstrate a pattern of frequent short absences, this will be investigated by the Head.

The school gate is opened at 8:15am and closed again at 8:45am. The school bell is rung at 8:30am.

Pupils arriving after 9am must be signed in by parents at Reception and give an explanation for their lateness.

Those children who arrive after their name has been called in the register must be marked as late.

Parents are discouraged from organising holidays during term time. If an application is made by any parent it will be considered by the Head on a case-by-case basis.

Date	Position	Name of Reviewer	Date of Next Review
September 2018	Headmistress	Mrs A. Ewart-Jones	September 2019
September 2018	Director	Mr R. Stattersfield	September 2019