



'Quick-read' Attendance Policy

For more detail, please read our full policy on the school website

<https://alverton.n-yorks.sch.uk>

**What time
does school
start?**

Nursery 8.45
KS1 8.45
KS2 8.40

**What time
does school
finish?**

Nursery 3.15
KS1 3.15
KS2 3.10

**How do I let
school know
about unexpected
absences e.g.
illness or medical
appointments?**

Ring school 01609 773524 and press option 1
to leave a message **OR**
Email school admin@alverton.n-yorks.sch.uk
Let us know as soon as possible and by 9.00
Let us know every day unless we know when
they'll be back.

**How do I let
school know
about planned
absences?**

Ask the
school
office for a
blue form.

**Who can I talk
to if I am
worried about
my child's
attendance?**

We are all
happy to help.
Please talk to
the office staff,
Mrs Lacey or
your child's
teacher.

**Which senior
leader in school
has
responsibility
for attendance?**

Mrs Lacey



Did you know?

Attendance **below 90%** is judged as 'persistent' absence
Attendance **below 50%** is judged as 'severe' absence
Our school target is 97% attendance

What is school doing to encourage good attendance?

- Making school a happy and welcoming place to be
- Class rewards
- Sharing class attendance totals (celebration assemblies, newsletter, displays)
- Informing parents about their child's attendance
- Spotting and working closely with families needing support
- Looking carefully at attendance data to spot patterns and areas to improve

What will happen if my child does not arrive at school and school does not know where they are?

Office staff will text or ring by 9.30

If they cannot reach you, they will ring again before 11.00

If they still cannot reach you, they will ring again at 1.00

If they still cannot reach you then the Headteacher will make a final attempt and then contact any professionals involved with your family, or if seriously worried, the police.

School may also ring your emergency contacts or visit the family home if they are worried.

When does the Local Authority get involved in my child's attendance?

When a child's attendance is severe and not improving. This may result in a formal meeting, legal action and fixed penalty notice (fine) and referral to Children and Family Services.

When will fines be issued?

- If holidays are taken in term time taking attendance below 90%
- If more than 10 sessions (5 days) are recorded as un-authorised in 4 months.
- If support for attendance has been refused or has not been successful.