

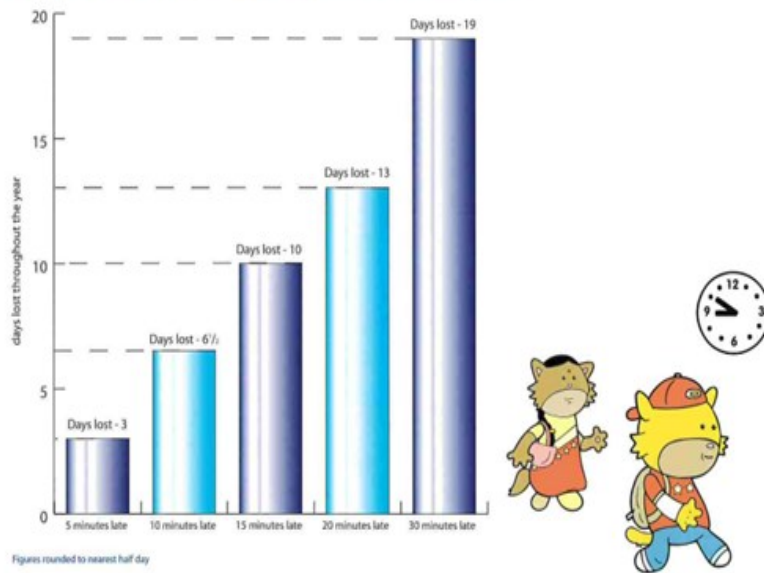
Lateness

The school gate closes promptly at 8.55am. Children who arrive at school after this time must be signed in at the main school office by their parent/carer with the reason for lateness.

Children who arrive after the registers have closed (after 9.25am) will be marked as U which gives an unauthorised absence mark.

Being Late adds up to lost learning

- If you are 5 minutes late every day that adds up to over 3 days lost each year
- 15 minutes late is the same as being absent for 2 weeks a year.



- **Being late every day can add up to a lot of lost learning time**
- **Please help your child to be punctual**

Medical appointments should be made outside of school time wherever possible in order to minimise disruption to lessons. If a medical appointment is unavoidable then please provide the school office with a copy of your appointment letter to authorise the lateness/absence.

Attendance Policy



A Pupil's Guide

A full copy of the Attendance Policy is available to view on our school website: www.heathInd.bham.sch.uk

What are my responsibilities?

- To attend school regularly
- To arrive at school on time
- To talk to a member of staff if I am worried about anything at home or at school which is affecting my attendance or punctuality

Who will be monitoring my school attendance?

Attendance is a whole-school focus and is banded into five groups.

Responsibility for monitoring attendance within these bands is shared between all staff:

Gold: 98% attendance and above
(Teaching Assistants)

Silver: 97%-98% attendance
(Class Teachers)

Bronze: 96% attendance
(Phase Leaders)

Purple: 90-94% attendance
(Mrs Davies and Mrs Williamson)

Red: Below 90% attendance
(Mr Byrne and Mr Higgins)

Do I have to come to school if I'm sick?

If you have sickness and/or diarrhoea then you should be at home in bed getting better!

School will never ask you to come in if you are genuinely too unwell to be there.

However, we all have days when we don't feel 100% - Mrs Davies calls these "Urggghh" or "Yuk" days!

These are the days that make a real difference to your attendance. If you're not feeling your best just let your class teacher know and they will keep a close eye on you. Mrs Williamson and Mrs Lynch are also available to make sure that children are well enough to be in school. Quite often children find that being in school actually helps to take their mind off things and end up feel better!

Promoting Good Attendance

- Daily and Weekly class attendances will be displayed on classroom doors
- Best Attending /Most Punctual Class will have a daily reward of entry to the VIP club at lunchtime
- Best Attending/Most Punctual Class for the week will have a Friday reward of additional time in the VIP club
- Half-termly and Termly rewards for Gold/Silver/Bronze attendance
- Attendance display board will display names of pupils who have achieved Gold/Silver/Bronze
 - Attendance rewards for improved attendance
 - Regular communication with parents/carers