

We have an open door policy at Stanbridge School. Teachers are often very busy at the start of the day. If you would like to speak to your child's class teacher, please make an appointment at the school office, for the end of the day. Teachers will make every effort to see you within 48 hours of your concern if possible.



How you can help us:

- Try to make medical appointments after school or in the holidays whenever possible.
- If you need to collect your child during the day for appointments please sign them out from the office.
- Support the school's policies, especially the Behaviour Policy.
- Value education and the work of all the staff in the school.
- Make sure your child has what they need for school each day.
- Telephone us when your child is ill and send a note to school when they return.
- If you haven't let us know by 9.30 on the first day of your child's absence why they are not in school, we will telephone you to enquire about your child.
- Bring them and collect them on time each day.



We want to do our best for all our children and believe that regular attendance at school is vital for children as it promotes good learning, positive attitudes and maintains continuity in their education and in their friendships.

Home and school must work together to ensure the children feel safe and secure about coming to school and know the routines clearly.

We celebrate good school attendance!

Attendance Awards given out three times a year!

Gold Award – 99 – 100% Attendance
Silver Award – 97 – 98% Attendance
Bronze Award 95 – 96% Attendance



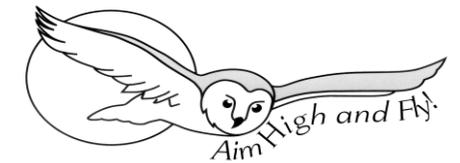
Stanbridge Primary School
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Downend
BS16 6AL

Telephone: 01454 862000

Visit our website: www.stanbridgeprimary.co.uk



Stanbridge Primary School



Attendance Matters

**Our target is to
improve attendance.
Be part of the TEAM
and help us achieve
this!**

**Together
Everyone
Achieves
More**





The complete Attendance Policy is available on our website or from school – just ask if you would like to read it in full.

Arriving on time!

When your child arrives late at school, he/she misses the teacher's instructions and the start of their learning. Your child may feel embarrassed at having to enter the classroom late and find it harder to settle into the school day. This WILL disrupt their learning.

Minutes late per day during the school year	Equals days worth of learning lost in a year
5 minutes	3.4 days
10 minutes	6.9 days
15 minutes	10.3 days
20 minutes	13.8 days
30 minutes	20.7 days

Frequent lateness can add up to a considerable amount of learning lost, and can seriously disadvantage your child. We strongly encourage regular attendance and research shows that split weeks of education and missed teaching sessions have an impact on a child reaching their full potential.

Children don't enjoy being late to school or being left at the end of the day waiting for their parents.



HOLIDAYS

Our School Policy (in line with the majority of schools in South Glos) is that **no holidays will be authorised in term time.** If a parent decides to take their child out of school without authorisation, **this may result in a Penalty Notice fine being issued by the Local Authority.** The fine is £60 (per parent, per child). E.g. A two parent family taking 2 children out of school for an unauthorised holiday would be liable for a total of £240 if paid within 21 days or £480 between 21 and 28 days.

We strongly encourage families to take holiday during school holidays. Absence requests will only be granted in exceptional circumstances. This request must be put in writing as a letter to the Head Teacher, at least 2 weeks before, fully explaining the reason for the request.

The Head Teacher will consider each request carefully and will look at the child's attendance over the last 12 months. Permission for absence will only be granted in exceptional circumstances, when the reason for the request is very clear. Birthdays, anniversaries and other family events will not be considered as exceptional circumstances.

Our school uses an ongoing assessment format called Assessing Pupil Progress (APP). Each piece of work is used to form a picture of progress. It is important that children have good attendance and do not miss learning sessions.



- The Registers are taken at 9am and 1.10pm (KS1) and 1.00pm (KS2) daily.
- Your child should arrive from 8.45am and go straight into the playground.
- The school doors are open from 8.45am and children can enter school immediately to get ready for the start of the day.
- Doors close at **8.55am** prompt.
- We expect you to allow your child to be independent and help them learn to say goodbye and leave you in the playground.
- If your child is late (after 8.55am) it will be recorded in our late book by the secretary – this is South Glos. policy.
- Our Education Welfare Officer can support the school and families when/if they need help.
- At home time you can wait for your child in the playground/outside their classroom.
- School finishes at 3.20pm.

