



## ATTENDANCE – Every Day Counts

In common with schools nationally, here at Giles Nursery and Infants' School we are working on improving the attendance of all our pupils, to ensure they are able to benefit from all the school has to offer. Our full attendance policy may be found on the school website, click here for [attendance policy](#) but below we outline an easy reference summary of school expectations and what you can expect of our attendance procedures.

### Parents / Carers:

Please ensure your child arrives on time, appropriately dressed and ready to learn. Establishing good routines in the mornings is invaluable in preparing your child for the day ahead and particularly helpful for our young children in modelling future expectations to support their future independence.

Arrange any medical or dental appointments outside the school day wherever possible.

The school is not permitted to authorise holidays or days off in term-time unless the circumstances are truly exceptional -

On the rare occasions that children are ill and cannot attend please let us know at the earliest opportunity, by telephone to the school office or by email to [admin@gilesinfants.herts.sch.uk](mailto:admin@gilesinfants.herts.sch.uk).

Lateness – please be aware that a late mark in the school register is classified as an absence in terms of attendance statistics as reported to the local authority and DfE.

### School:

Attendance registers are taken at the start of the morning and afternoon sessions. One school day comprises two sessions.

Any unexplained absences will be followed up by the school as part of our safeguarding duty of care.

### Attendance Monitoring and Follow-Up:

Attendance and punctuality levels remain constantly under review and each half-term any child giving cause for concern is identified and support offered. A persistent absentee is any child with attendance below 90% for the year to date. Good attendance is deemed to be 96% and above - where attendance falls below this letters will be sent to parents inviting them to work with us to prevent their child falling into the persistent absentee category.

The local authority has an Attendance Improvement Officer who works with the school and audits our attendance levels and follow up procedures. Attendance figures are also collected by the DfE.

### Fines:

It is extremely rare for our school to go down the route of issuing fines/penalty notices, however the local authority has advised that there are instances for which we should be doing this.

*If you have any queries regarding attendance, please contact our attendance lead, Melanie Trott, or Headteacher, Rouane Mendel, via the school office.*