

**Elworth CE Children’s Attendance Policy**

School is an important place to be. School helps you learn, is a place where you can feel safe and somewhere that you can get help from. The teachers will try to make sure that school is a calm, safe and supportive environment for you.

It is important that you attend school everyday when it is open and that you are on time ( punctual). This is a legal requirement which the Government decided upon, not just a rule you parents have made up!

**Being on time (punctual)**

The school gates open at 8:35am and you are expected to be in your classroom by 8:40am.

The register is taken by 8:45am. If you arrive after this time you will be marked as late. Sometimes you can not help being late, but it is important that this is not often ( not everyday or every week!)

Mr Garratt, Mrs Roberts and Mrs Dunning are the attendance champions in school and they look at whether or not children are in school and on time everyday. If children are not on time they may speak to parents about this to try and improve the situation.

**Registers**

The registers are a legal document which have to be correct. It is important that we know where you are everyday that you are expected to be in school. It is important that you are quiet when the registers are taken so that you teachers can hear. They have to get this document correct!

**Illness and appointments**

We know that sometimes you will feel unwell or have medical appointments. This is not a problem. As soon as you are better you need to come back into school so you do not miss too much of your learning. It is important that if you just have a cold that you have some calpol/medicine and come to school. If we think you are unwell we will ask your parents to come and collect you.

**‘But I don’t want to come to school’**

Wwe understand that on some days, you may not feel like coming to school. It is important that you do attend school as saying ‘no’ or refusing to get out of bed which makes you late can mean your parents/carers would need to speak to one of our attendance champions.

If there is a problem making you worry then we can help you. Come into school and talk to us about it. We can then see what we can do to fix this!