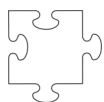


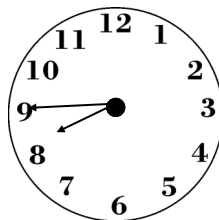
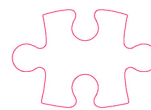
ATTENDANCE AT PASTON RIDINGS

Attendance of pupils at Paston Ridings Primary School is a key priority:

- A child's attendance should be **95%** or above;
- If your child's attendance drops to **below 95%** it will be closely monitored and you will be contacted;
- If your child's attendance is persistently below 90% you could receive a penalty notice;
- Requests for leave of absence will not be approved unless there are 'exceptional circumstances', **a penalty notice may be issued if a leave of absence is taken without authorisation**;
- **Attendance is directly related to achievement**



The school day **starts** at 8.45am:

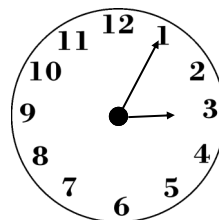
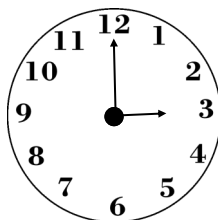


Start Início
Początek 开始
Začátek آغاز
Pradžia Sākums

The school day **ends** at:

3.00pm FS / KS1

3.05pm KS2



End Fim
Koniec Konec
Pabaigos آخر
Beigas 结束

PASTON RIDINGS PRIMARY SCHOOL

Paston Ridings Primary School
Paston Ridings
Paston
Peterborough
PE4 7XG



Phone: 01733 762742
Fax: 01733 703514

E-mail: admin@pastonridings.peterborough.sch.uk

Attendance / Admissions Officer: Mrs Pridmore
Attendance Lead / Deputy Head: Mrs Harradine

PASTON RIDINGS PRIMARY SCHOOL

ATTENDANCE AND PUNCTUALITY



Learning Without Limits

HEADTEACHER: MRS J COOK



ATTENDANCE

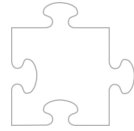
Attendance of pupils is a priority for Paston Ridings Primary School.

Attendance directly impacts on achievement.

START OF THE SCHOOL DAY

The school day begins at 8.45am, when children are collected from the playground by their teacher.

The registers open at 8.50am and remain open for 15 minutes.



LATES

If your child arrives after the children have entered school they will be late.

If your child arrives whilst the register is open (before 9.05am) they will receive an L mark (late).

If your child arrives after 9.05am they will receive a U mark. This is an unauthorised late and impacts on your child's attendance.

ABSENCE FROM SCHOOL

If your child is absent from school, please contact the school office as soon as possible. You can phone or email.



PERSISTENT ABSENCE

Attendance is monitored fortnightly by Mrs Pridmore and Mrs Harradine, they are supported monthly by the Local Authority Attendance Officer.

Any child whose attendance is 95% or below will be discussed in an attendance meeting.

Parents of any child with attendance of 95% or below will be contacted by letter, or will be invited into school for a meeting.

Following an attendance meeting absence from illness will only be authorised with medical evidence.

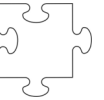
Penalty Notices

Any child whose attendance is 90%, or below, could receive a penalty notice. Parents will be invited to a meeting and will then receive a warning letter, with notification of a period of monitoring.

A penalty of £60 per pupil per parent, could then be requested if no improvement in attendance is seen.

Local Authority Intervention

The Local Authority Attendance Officer may want to meet with parents of children whose attendance is persistently low (85% or below) and legal action could be taken.



LEAVE OF ABSENCE

If you want to request a Leave of Absence, you must complete a Leave of Absence form at least 4 weeks in advance.

No Leave of Absence can be approved unless there are 'exceptional' circumstances.

A Leave of Absence that is not approved, may result in a penalty notice. A penalty notice is issued by the Local Authority and is £60 fine per pupil, per parent.

Across the Year:

There are 190 school days in an academic year		
95% attendance	=	10 days absence
90% attendance	=	20 days absence
85% attendance	=	30 days absence

In 2016-2017.....

20 children had 100% attendance for the year;

Average attendance was 94.57%;

132 children had 100% attendance in the Summer Term;

