The Eastcroft Park 5 Partners Attendance Charter

School

The Attendance team will:

Check that children are coming to school every day and on time.
Celebrate attendance with children daily, weekly, half termly, termly and annually
Contact parents of absent children daily and offer advice on whether the absence is necessary or unauthorised.
Give support to those families who struggle to get their children into school
Provide medicine in accordance with the completed medicines form if a child needs it during the school day
At the request of parents keep an eye on a child if they are a little under the weather and inform the parents of any change
Always contact parents if a child becomes unwell during the school day
Not authorise holidays taken during term time.
Arrange for the Headteacher / governors to meet with parents of children whose attendance is causing concern.
Work with the attendance service to identify children whose attendance is causing concern and arrange meetings and home visits
Issue penalty warning notices to help to prevent fines
Issue Penalty Notices when a child has missed at least seven school days within a period of ten weeks due to unauthorised absences.
Prosecute parents if this is necessary and in accordance with Knowsley guidelines.

Teaching staff will:

Begin every day as a fresh start for every child
Celebrate attendance with children daily, weekly, half termly, termly and annually
Make learning exciting and enjoyable so children want to be in school
Keep families informed of the exciting educational activities taking place each week
Ensure any issues that might impact on a child's wish to come to school are dealt with before the end of the school day wherever possible.

Parents and carers will:

Ensure my child comes to school every day and on time.
Attend attendance celebration assemblies
Ensure my child understands the importance of coming to school every day and on time, and take an interest in what my child is doing in school on a daily basis
Contact the school office on the first morning of absence giving detailed reasons for absence
Refer to the help sheet when their child is unwell to gauge whether they are fit for school
Administer appropriate medication before sending their child to school if the child has a minor illness
Provide any prescribed medication if their child needs medicine during the school day and complete a medicines form
Inform the school to request that they keep an eye on their child if they are a little under the weather
Notify the school of any issues that could impact on their child's attendance so the school can resolve them quickly
Not take holidays during term time

Children will:

Come to school every day and on time
Switch off all screens eg.tv, smartphone, tablet and gaming station two hours before bed
Review their attendance on a regular basis using the school attendance review sheet and set their own attendance and punctuality targets
Tell an adult in school if anything is worrying them so that it can be sorted out quickly

Governors will:

Check the information about children coming to school every day and on time.
Celebrate attendance with children termly and annually
Not authorise holidays taken during term time
Meet with parents of children whose attendance is causing concern
Prosecute parents if this is necessary and in accordance with Knowsley guidelines
Monitor the curriculum to ensure learning is exciting and enjoyable so that children want to be in school.

Attendance service will:

Work with the school to monitor the attendance of all children to ensure they are coming to school every day and on time.
Work with the school to identify children whose attendance is causing concern and arrange meetings and home visits.
Prosecute parents if this is necessary and in accordance with Knowsley guidelines