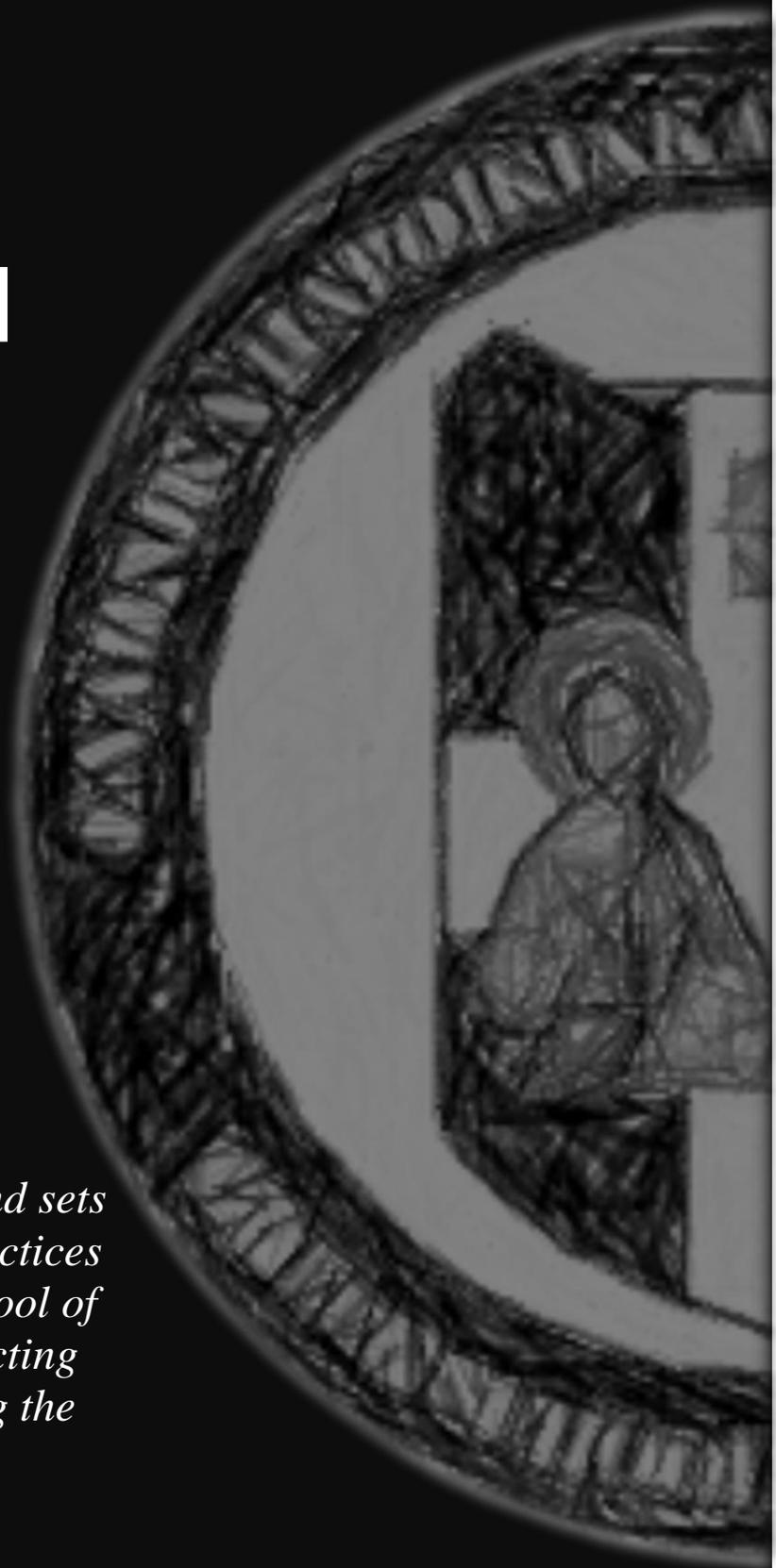


**Greek School
of Ayia Triada
Birmingham**

*Attendance
Policy*

This document defines the term and sets out the attendance principles, practices and procedures which Greek School of Ayia Triada will follow in respecting and valuing each child attending the school.



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A. INTRODUCTION

Regular attendance at school is essential if children are to benefit to the maximum of what the Greek School of Ayia Triada has to offer. It enables them to access and engage in, appropriate educational opportunities that provide them with the knowledge and skills to achieve their full potential. Children who fail to attend regularly are very likely to underachieve. Greek School of Ayia Triada believe that regular and punctual school attendance is the key to enabling children to maximize the educational opportunities available to them through enjoying and achieving; becoming healthy young people whose emotional well-being is addressed and who are able to make a positive contribution to their school and community.

As a Supplementary school, we believe that every lesson counts. We do not have the privilege to provide an everyday learning environment for children who wish to learn their parents' language, and about their history and culture. Each Branch of Greek School of Ayia Triada runs only once a week and therefore each lesson is valuable. Attendance and punctuality are paramount and aid the educational service we wish to provide as well as the positive progress and achievement of each child. Please note that the more time your child misses from school, the more difficult it is for them to catch up with their work. Valuable learning time is lost. A good understanding of the work can only take place when the pupil is in the classroom.

B. AIMS OF THIS POLICY

The Management Board and the Headteacher of the Greek School of Ayia Triada Birmingham place a high priority on achieving standards and feel that excellent pupil attendance and punctuality are essential. In order for children to achieve their potential, pupils must be highly motivated to learn and keen and eager to attend school. Regular, punctual attendance will establish good habits that will support them throughout their lives. To achieve this, the Management Board and staff are committed to working in partnership with parents to ensure that the school achieves a MINIMUM of 96% attendance throughout the school.

The Government expects all schools across the UK to:

"...promote good attendance and reduce absence, including persistent absence (less than 90%) and to ensure every pupil has access to full-time education, to which they are entitled; and, act early to address patterns of absence..."

Supplementary Schools are no exception to this and because of this as a Greek School of Ayia Triada we maintain that good and consistent attendance is significant factor for keeping motivation to learning high and to enable steady progress for every child.

C. GOOD ATTENDANCE

- Statistics show a direct link between under-achievement and poor attendance
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines and school work easier to cope with
- Regular attenders find learning more satisfying

(1) Parents can help by:

- Contacting the school in advance and inform of all absences with the reason and saying when the child will return
- Arranging other activities outside school hours
- Keeping us updated by telephone or letter if your child has an extended period of absence due to illness or due to any other personal, or family reason.

(2) School shall take various measures in order to safeguard children by:

- Following up unexplained absences
- Reminding parents of the importance of regular attendance and punctuality in newsletters, and the Home-School agreement
- Publishing our attendance rate
- Acknowledging and rewarding good attendance
- Letting you know if we have concerns regarding your child's attendance
- If we continue to have concerns we will refer the case (s) to the Management Board. Letters are also sent home
- We realise that there are **rare** occasions when there might be a particular problem that causes your child to be absent. Please let us know and we shall try to deal with it sympathetically.

(3) Teachers will

- Complete register at the start of each session
- Monitor daily patterns of attendance and report any concerns that arise to the Management of the school
- Provide work for children to do at home if an absence is due to a long illness, disability or other circumstances (if teachers fail to do so, parents should remind class teachers for sending them homework)
- Make parents aware of concerns over good attendance
- Reward attendance 97.1% attendance

D. PUNCTUALITY

- Children must arrive at school at **10:15 on Saturdays and 17:00 for Tamworth, Worcester and Stourbridge School, as well as at 18:00 for**

Cannock school. This is the time your child must be in school, so you need to ensure your child is coming through the school gate by **these times**.

- It is important to be on time as the first few minutes of the school day are often used to give out instructions or organise schoolwork for the rest of the day.
- If your child misses this short but vital session, their work for the whole day may be affected. Late arrivals are disruptive to the whole class and often embarrassing for your child. We take the view there are no late children, only late parents.
- Arrival after the close of registration may be marked as unauthorised absence in line with the DfE guidance as well as the Guidance we receive from the Cypriot Educational Mission in the UK.
- We will let you know if we have concerns about your child's punctuality.
- Children who remain uncollected at the end of school time will be referred to a place of safety if not collected or the school contacted by school closing time. Children will be attended by a member of staff up to the time they are collected.

E. LATENESS

- All children arriving after the stated time will be recorded in the Register as Late Attenders –(L)
- Lateness is monitored regularly. Where children have persistent lateness problems the head will invite the parents into the school to a formal meeting.

Procedures

- Registers of all classes are kept and monitored by staff. Codes used (P) for Present, (L) Late Attendance (A) Absence
- Log kept of children who arrive late
- Log kept of all children daily for whom no notification for absence has been made and of phone calls made
- Log kept of emails or notes or texts received from parents and reasons given.
- Letters are sent home (Appendix)

F. VERSION CONTROL

Version Name	Date	Reason for Update
Draft Attendance Policy (1 st version)	01/12/2007	Not in place, needed to Create Equal Opportunities. Feedback Dr Riaz Farooq – Birmingham City Council-Local Supplementary School Officer
Attendance Policy Updated Version	10/09/2013	Ratified by Management Board Signed by the Management Board
Updated	10/09/2014	Approved and Signed
Reviewed	12/09/2015	Approved and Signed
Reviewed	12/09/2016	Approved and Signed
Reviewed	01/07/2017	Approved and Signed
Next Review		

This Policy is under yearly review. It can also be reviewed and amended if a need arises during the school year.

Signed..... Dr. Stella Tryfonos (Headteacher)

Signed Mrs. Katerina Jordanou (Chair Management Board)

Greek School of Ayia Triada Birmingham

Branches: Erdington, Worcester, Tamworth, Cannock, Stourbridge

tel. 01213266538, 07842020089

website: www.greeksat.org.uk



APPENDIX

Date:_____

Subject: Poor Attendance Concerns

Student:_____

Year Group:_____ Branch: Erdington Mon/ Wed/ Sat, Tamworth,
Worcester, Stourbridge, Cannock, Stoke on Trent

Dear Parents,

We are sending this letter regarding your child's failure to attend the school for week (s). Irregular or poor attendance of children in school may risk the child's learning progress and school achievement. As far as Greek School of Ayia Triada's Attendance Policy is concerned, attendance is obligatory (with few exceptions validated and laid out in the school's regulations) and is an essential requirement. Poor Attendance may result in poor progress and underachievement. Therefore it is of high importance that you (as parents) pay attention to this issue. In writing this letter, the school is formally bringing this to your attention. It is advised that you contact the school or the class teacher, in this case....., and discuss any issue relating to your child's attendance.

Thank you in advance

Kind Regards

Dr. Stella Tryfonos

Headteacher

Class Teacher

Dates missed school			
Reason provided to school/ class teacher (Yes/ No)			

Teacher's comment: