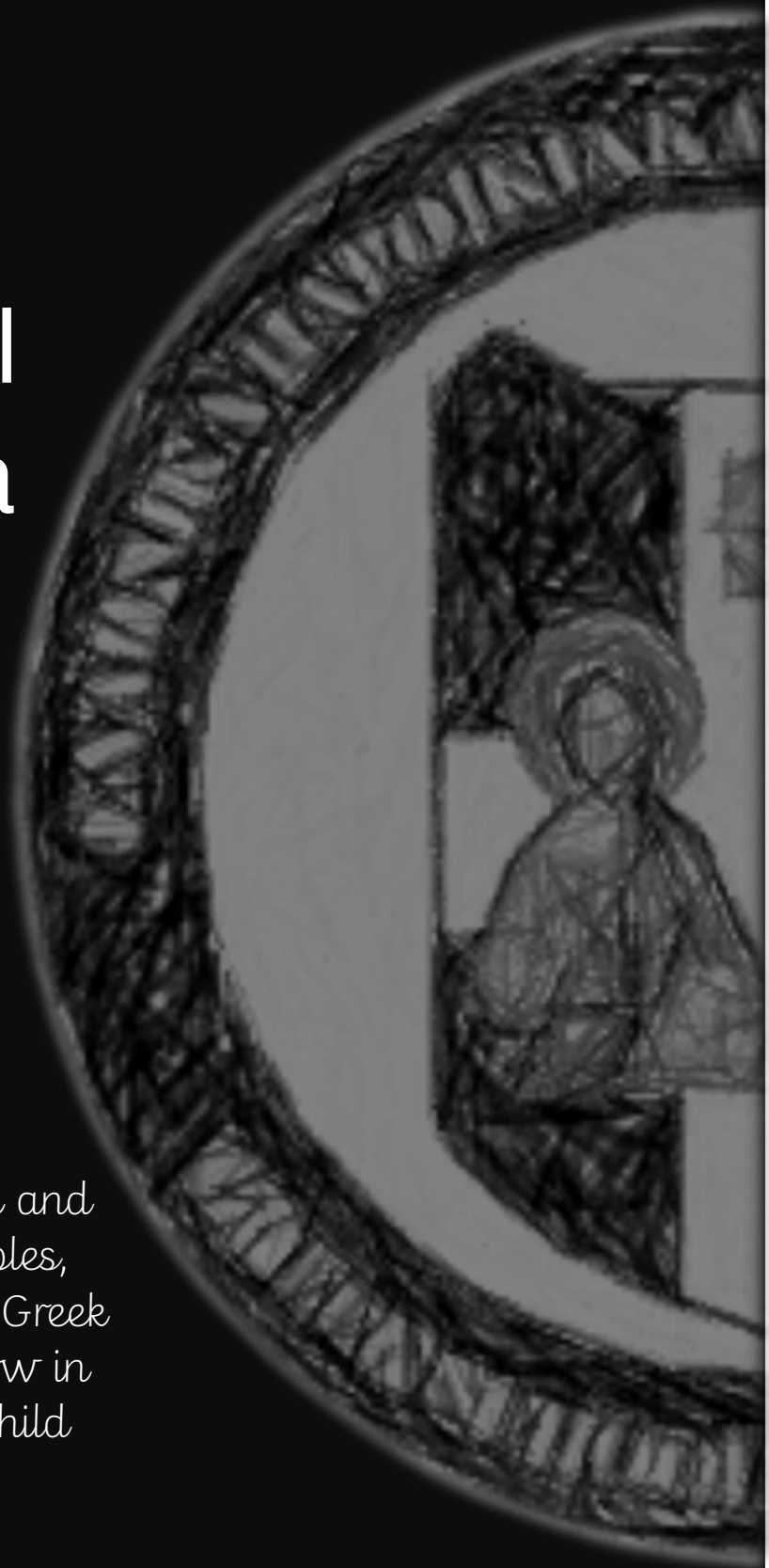


# Greek School *of* Ayia Triada Birmingham

## 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. OUTSTANDING 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
- Maintaining attendance higher than 75% is *good attendance*, maintaining attendance higher than 85% is *excellent attendance*, and maintaining attendance higher than 95% is an *outstanding attendance*. *Outstanding attendance will be rewarded at the end of the year*<sup>1</sup>

**(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 termly and also will reward attendance between 95-100% at the end of the year additionally

#### **D. POOR ATTENDANCE**

- Attendance is recorded on each lesson and it is then calculated on term basis and on a yearly basis.
- It is very important to know that we monitor attendance regularly and any attendance falling below 70% is considered poor attendance and concerns over this rate of attendance are raised to parents on a regular basis.
- Any students with poor attendance will need to additionally sit exams at the first two weeks of September in order to evaluate level and any learning gaps which will significantly affect their learning in the next level up.
- Where attendance affects learning and progress meetings will be held with parents and members of the Educational Team for discussing progress and support plan or progression to the next year/level up

#### **E. 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.

#### **F. 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.
- Parents having other commitments on Saturdays, or other days which they cannot change days or time must formally notice the school from the start of the year or from the start of the term, in such case *lateness will be considered authorised*

### **Procedures**

- Registers of all classes are kept and monitored by staff. Codes used (P) for Present, (L) Late Attendance (A) Absence (HD) Half Day
- Log kept of children who arrive late
- Collection Registers are signed on collection of children
- 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)
- We maintain also collection registers where all the parents must sign out their children when they collect them. This is for two reasons: a) safeguarding and b) monitoring punctuality and lateness in collection

### **G. VERSION CONTROL**

<b>Version Name</b>	<b>Date</b>	<b>Reason for Update</b>
Draft Attendance Policy (1 <sup>st</sup> 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	Updated and Approved by Manag. Board
Reviewed	12/09/2015	Updated and Approved by Manag. Board
Reviewed	12/09/2016	Updated and Approved by Manag. Board
Reviewed	01/07/2017	Updated and Approved by Manag. Board
Reviewed	September 2018	Updated and Approved by Manag. Board
Next Review	01/07/2019	

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

# Greek School of Ayia Triada Birmingham

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## 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: