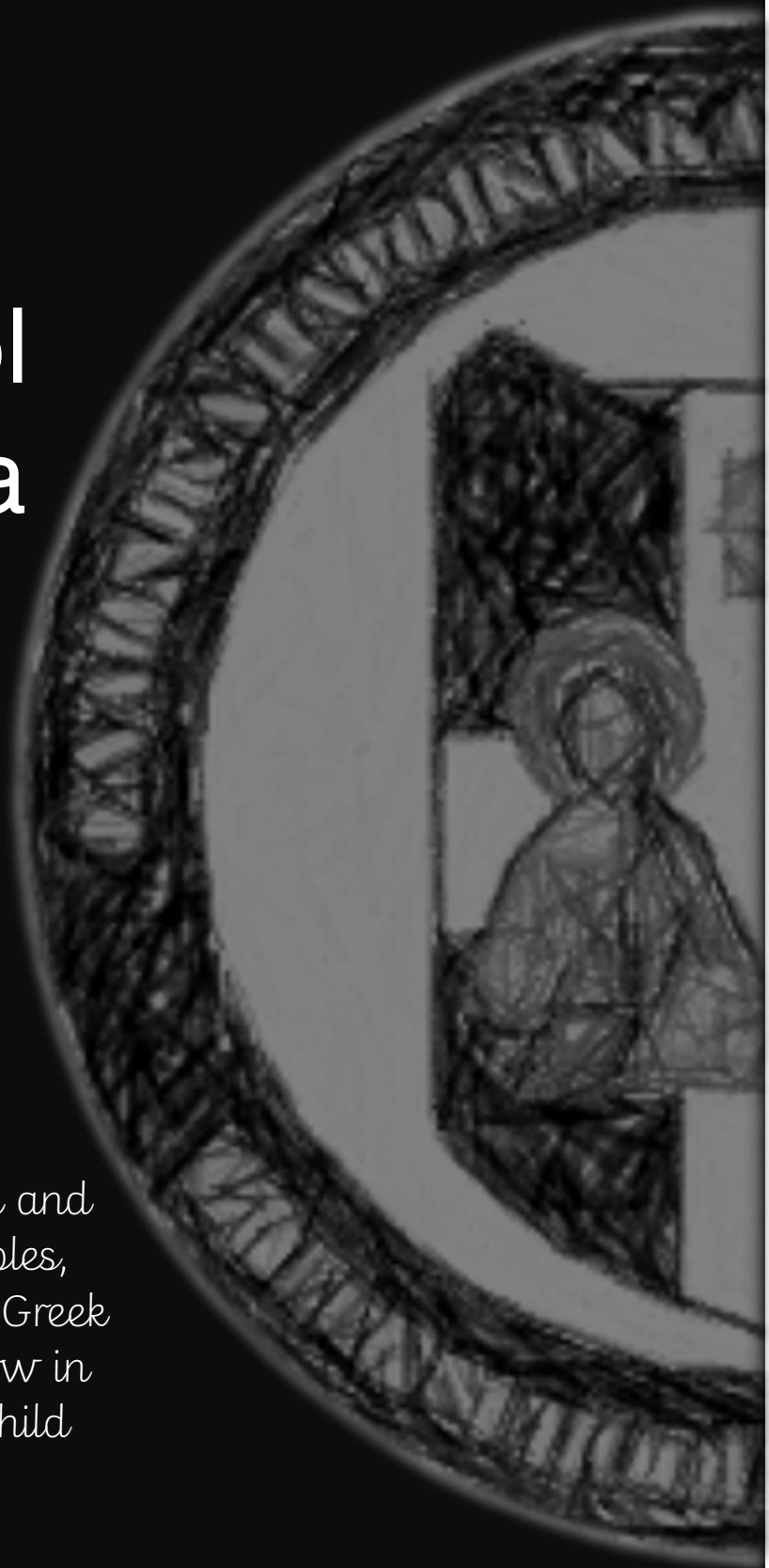


# Greek School *of* Ayia Triada Birmingham

## 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.*



# Contents

	<b>Page</b>
<b>A. This Policy: <i>Introduction</i></b>	<b>2</b>
<b>B. Aims of this Policy</b>	<b>2</b>
<b>C. Roles and Responsibilities</b>	<b>2</b>
<b>D. Poor Attendance</b>	<b>3</b>
<b>E. Punctuality</b>	<b>4</b>
<b>F. Lateness</b>	<b>5</b>
<b>G. Version Control</b>	<b>5</b>
<b>H. Appendix</b>	<b>6</b>

## **A. INTRODUCTION**

At Greek School of Ayia Triada Birmingham we strongly believe that attendance and punctuality are vital for a child to maximise their potential and create a feeling of belonging in their class/school community.

In promoting the belief that attendance and punctuality are important values we will be helping to equip our children for life and potentially impacting upon their futures as employees and employers. We believe that;

- *Prolonged and consistent absence, in any year group, affects access to the curriculum ultimately impacting on progress.*
- *Repeated and consistent lateness is an unsettling start to the school day for both the child and school.*

As a school we follow the Department for Education (DfE) documents Children Missing Education (September 2016) and School Attendance, Cyprus Educational Missions and advice and guidance concerning school attendance issued by Ministries of Education and Culture of both Cyprus and Greece. We expect children to maintain an attendance figure above 96% throughout the academic year and also a minimum of 82% is required by all children.

### **Good attendance is important because:**

- Statistics show a direct link between under-achievement and absence below 95%
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines, school work and friendships easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders are more successful in transferring between primary school, secondary school and higher education, employment or training.

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 highest potential, pupils must be highly motivated to learn, keen and eager to attend school.

Supplementary Schools across UK, operate as an afterschool/weekend school, however attendance is a priority to our school 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. ROLES AND RESPONSIBILITIES

### Parents/Carer

- To ensure their child attends school regularly and is properly equipped and in a fit state to learn at every lesson
- Ensure that their children are punctual. Registration takes place between 10:15 -10:30am on Saturdays and 5:30-5:45pm (Worc, Stour, Stoke), 6:00-6:15pm Erdington Monday, 5:00-5:15pm Tamworth
- To notify the school **every day** of absence by email before lesson (both notify the class teacher and the communication department ([communicationsdept@greeksat.org.uk](mailto:communicationsdept@greeksat.org.uk)).
- To notify in writing (at [communicationsdept@greeksat.org.uk](mailto:communicationsdept@greeksat.org.uk)) when decided to withdraw their child from the school.
- To request the homework to be emailing their child's teacher
- To provide the school with up to date contact details and telephone numbers for every adult with parental responsibility. The school should be provided with at least two emergency contact numbers
- Collecting their children on time to avoid incurring a fine. Fine will be issued after 20 minutes from the time the school finishes -£5 per every 10 minutes.
- Working with the school to improve matters if attendance becomes a problem;
- Keeping school fully informed on all matters that might affect attendance and their child in school;

### Teachers

- Set an example of punctuality and good attendance;
- Ensure that registers are taken at the appropriate times and are accurate and up to date;
- To take appropriate action when pupils are late;
- To have an awareness of class and individual attendance patterns and report to the Head of School and Communications Department;
- To inform the Head of School and Communications Department any concerns about attendance or where attendance is impacting on a pupil's achievements;
- Letters will be sent home following three consecutive absences from school.
- Discuss individual pupil attendance at parent-teacher evenings;
- Praise pupils for good punctuality and good attendance.- Reward attendance 97.1% attendance termly and also will reward attendance between 95-100% at the end of the year additionally
- All absences will be recorded as 'O' unauthorised until an explanation or evidence is provided. The onus is on the parent to inform the school and provided appropriate evidence; Generally

the following coding is used at our school for recording attendance

**“O” when no notice/ information/ evidence was provided to school**

**“A” when the school is notified by the parent for the absence**

**“L” for late attendance**

**“P” for Present**

→ 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)

## D. POOR ATTENDANCE

Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary, secondary school and independent school and generally it has an impact not only on their learning and progress but also on their motivation and confidence over their learning. Therefore, and having reviewed the attendance of children across our school, including our head school and its branches we have decided on the following:

- *If your child's progress is hindered by poor attendance, their progression to the next year group cannot be guaranteed.*
- *Attendance in our school will be closely monitored and, as a bare minimum of 30 out of 37 weeks attendance is required.*
- *Authorised absences will be considered for: a) medical reasons, family bereavement or other accentuated and exceptional circumstances that have been presented to our school in written (please write to our Communications Department [communicationsdept@greeksat.org.uk](mailto:communicationsdept@greeksat.org.uk))*
- *Children with attendance **falling below 30 out of 37** (or **15 out of 21 lessons** for the February parents' evening will be required to sit a diagnostic test for their progress).*
- *No Progress Reports will be given for very poor attendance (50% or lower). In these cases, the school will invite the parents to school for meeting in an effort to work out together ways to improve attendance and therefore progress of a child*
- 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 60% is considered poor attendance and concerns over this rate of attendance are raised to parents on a regular basis.
- 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

Punctuality is very important for our school and for the lessons due to that time being limited and lessons taking place that their children are punctual. Registration takes place between 10:15 -10:30am on Saturdays and 5:30-5:45pm (Worc, Stour, Stoke), 6:00-6:15pm Erdington Monday, 5:00-5:15pm Tamworth

- 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.
- It is important that the school is notified from the beginning of the year in the cases where children have activities which may cause late arrival at Greek School

## F. LATENESS

- All children arriving after the stated time will be recorded in the Register as Late Attenders –(L). Late attendances are calculated to one absence every four late attendances.
- 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 following three consecutive absences from school, or if minimum attendance is not achieved (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	01/09/2018	Updated and Approved by Manag. Board
Reviewed	01/09/2019	Updated and Approved by Manag. Board
Reviewed	05/02/2020	Reviewed and amendments were made for with regards to attendance following an incident involving one of our school children
Reviewed	01/09/2020	Approved
Reviewed	01/09/2021	Approved and sections on Covid added linked to the Covid Remote Learning Policy
Reviewed	20/09/2022	Approved no changes

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:** .....

**To:** The Parent or Guardian of .....

**Subject:** Attendance Concerns

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 achievement in. 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 important that you (as parents) address 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. Also According to our policy, anything below 30% in attendance rate is marked as attendance concerns and depending on the circumstances [in accordance with our Attendance Policy] it may affect your child's level attainment.

The following are the dates that your child did not attend school:

1. ....

2. ....



**3.**.....

**4.**.....

The Class Teacher

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The Headteacher

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