



Millhouse

Primary School and Nursery

Child Friendly Attendance Policy

To be reviewed: Summer term 2024

Inspiring tomorrow's generation, today.

This version of our Attendance Policy has been produced with the involvement of children from across the school. It follows the school's full Attendance Policy but in simpler terms for children to understand.

Why is it important that I come to school?

Coming to school every day means you won't miss out on anything!

- You will get to see your friends.
- You will learn new things.
- You will be able to join in with activities and clubs.
- You will get to go on school trips.

By coming to school every day, you are giving yourself the best chance of achieving well and it will prepare you for your life as you get older.

If you don't come to school every day, you might fall behind with your learning – making it more difficult to understand things in class. It might also make it harder to keep your friends as they won't know when you are coming to school.

What time do I need to be in school?

It is important that you arrive at school on time so that you are ready for the day. You need to be **in your classroom** (not just coming through the gates) by the times below:

Nursery – **8:30am**

Reception, Year 1 & Year 2 – **8:40am**

Years 3, 4, 5 & 6 – **8:45am**

The school gates will open at 8:30am for you to come in and wait by your classroom door. Your teacher will open the door 5 minutes before your start time.

What happens if I have a brother or sister in school?

You should get to school with enough time for you all to get to your classrooms. If your sibling starts before you, they should be dropped off first. If you are in Years 3, 4, 5 or 6 you are old enough to walk yourself to your classroom and your parent can stay with the younger child.

If you have siblings in more than one school, your parents should make sure they leave enough time to get all of you to school on time.

How can I help make sure I get to school on time?

Although it is your parents' responsibility to get you to school, there are things that you can do yourself to help them out.

- Make sure you go to bed early and get enough sleep, so you aren't tired in the morning.
- Get your uniform and school bag ready the night before.
- Set an alarm if you have one to ensure you get up with enough time to get ready.
- Create a checklist of things to do in the morning and tick them off when you have done them. Things like have a wash / get dressed / eat breakfast / brush teeth / put shoes & coat on.

If you walk to school on your own, make sure you come straight to school so that we know you are safe.

What will happen if I am late for school?

If you are more than 5 minutes late for school, you will need to go to the office to sign in as your classroom door will be closed. We will ask your parent or you for a reason why you are late. Being late means you will get a late mark in the register. If you are very late (after 9:10am) you will get a 'U' mark which means you are in school, but it will also count as an absence.

Being late can mean you miss the start of your first lesson, and it can also mean you might be embarrassed or worried if you come in late and disrupt the class. We don't want this to happen for you.

What will the school do if I am late a lot or miss too many days of school?

It is important to remember that it is your parents' responsibility to make sure you go to school. There are laws that say that your parents must make sure you attend school every day.

If we are worried about your attendance or punctuality, we will invite your parents into school to speak with Mrs Kavanagh or Mrs Duggins. At the meeting, we will work with your parents to find out if there is anything stopping you coming to school and see if we can help them. We want to support your parents and help you come to school, on time, every day.

Sometimes we might need to ask other professionals to help us if your parents need a bit more help. Again, they want to support you and your parents to make sure you come to school every day.

When is it ok to not be in school?

There are times when you might not be able to come to school. These include if you are really unwell or if your parents have asked for time off for a special reason and the school has said this is ok. If you feel a little bit unwell, we ask your parents to bring you to school and we will keep an eye on you and call them if we think you should go home – being in school usually makes you feel better because you are so busy!

If you have a medical appointment, we ask parents to try to get a time that is not during the school day. Most doctors and opticians will give you an appointment after school or at a weekend.

It is not ok to be absent from school for the following reasons:

- Because it's your birthday.
- Your parent has an appointment.
- You feel a little bit unwell (have a headache or a tummy ache etc).
- You are tired.
- You are on holiday (unless the school has said it's ok for you to go).

If I am worried about coming to school, what will the school do to help me?

Firstly, we need to know that you are worried about something, so it is important that you tell an adult in school. You can speak to your class teacher, your LSA, Mrs Duggins or Ms Slade or another adult you trust. We also know that for some groups of children, such as Young Carers, you might need more support with coming to school. We will work with you to help you feel better and more confident about coming to school. This might include putting a plan together, helping you to build your resilience or helping you to solve the problem that might be worrying you.

Being in school every day is really important, so we want to do whatever we can to help you feel happy and confident when you are here.