



Attendance at Catton Grove Primary School

**The school's attendance target for pupils is 96% to 100%.
School Attendance for 2021-2022 (to 30th June) is 92.3%**

The Department for Education states that pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

Rewarding Attendance

At Catton Grove Primary School we reward good attendance. Certificates and prizes are presented to classes and individual children during our celebration assemblies.

School Procedures

- Parents will be contacted by telephone if no reason has been provided for a child's absence.
- Absences will be unauthorised when no reason for the absence has been provided.
- Regular meetings are held within school to discuss attendance.
- Attendance summaries are sent with pupil's reports.
- Letters are sent to parents when attendance is a concern.
- Medical evidence will be requested if a child is often absent because of illness.
- Parents can be invited to an informal attendance meeting in school.
- Where necessary a Fast Track to Attendance Panel will take place, this could lead to prosecution in the magistrates court.
- Norfolk County Council can issue fixed penalty notices to parents whose children are not attending school (for example those that take holidays in term time) or are continually late.

Improving Attendance

You can help us by:

- Encouraging your child to come to school every day and on time (school starts at 8.45am, 8.30am for year 6).
- Telephoning on the first day of any absence. You can leave a message on the absence line, (01603) 426728, Option 1 (or option 5 to speak to the school office).
- Wherever possible making medical appointments out of school time. Where this is not possible only taking your child out of school for the appointment, NOT all day.
- Only taking holidays during school holidays. School cannot authorise holidays unless you can provide written evidence of exceptional circumstances (eg a letter from your employer).
- Not keeping children at home for birthdays; because a sibling/parent is unwell or for head lice.
- Letting us know of any changes or circumstances at home which may affect your child. This information will remain confidential and helps us to help you.
- Not keeping your child at home longer than necessary. There is no reason to give them an extra day just because it's Friday.

We hope that we can continue to work together to improve our pupils attendance. There are times when children are too ill to attend school (sickness and diarrhoea or chicken pox etc) but some days an encouraging word from parents can make all the difference. A few 'sniffs and sneezes' should not stop our children going to school. If we feel that your child is not coping we will telephone you – we would rather do that than not see them at school. Most children soon perk-up once they are at school as they have lots of enjoyable distractions.

Summary of Interventions 2021-2022

	No of Pupils
Attendance Support Meetings	23
Fast Track to Attendance	0