



The Springfield Primary school

ATTEND TODAY
ACHIEVE TOMORROW



Helping your child to make the most out of school

Attendance Policy

Name of the Policy	Attendance Policy
Date Approved	April 2022
Date of Review	March 2026



Attendance Policy

Good School attendance habits are best started early. Children learn from those around them and you as parents set the standards and expectations for your child. Showing your child the importance of attending school every day not only helps your child to settle quickly to start school but also helps them to keep and sustain friendships and enjoy the school environment.

Aims:

Our attendance policy aims to:

- Support students and their parents / guardians in the establishment of the highest possible levels of attendance and punctuality.
- Ensure that all students have full and equal access to the best education that we can offer in order to increase learning.
- Enable student to progress smoothly, confidently and with continuity through the school.
- Make parents / guardians aware of their legal responsibilities.

Being at School

School education lays the vital foundations of child's life. It has been proved that regular nonattendance can severely impede academic and social development. Parents / guardians and the school staff should work in partnership in making educational success and in ensuring that all children have full and equal access to all the school has to offer. This is a successful school and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

For many parents, your child attending school may be your first experience of being separated from them. This can seem daunting at first for both of you but consistency and a caring supportive home and school life will make the transition a quick and easy experience for you both.

The staffs at The Springfield Primary school are there to support you, they understand the difficulties some parents can face and will work with you. Trust the experience of the class teacher and other school staff and share with them any concerns you may have. Be interested in what your child is doing in school, chat to them about the things they have learnt and what friends they have made. Remember children can be tired when coming out of school, so a short chat over a snack may produce a better result than a long list of questions.



If your child raises anything that concerns you, it is much better to raise it with your child's school at the earliest opportunity. Allow the school the opportunity to address any concerns or difficulties. This often can help put your mind at rest, know that your child is ok and is doing well in school.

At The Springfield Primary school, we want all children to have a positive experience of school life and be able to reach their full potential. One way in which parents can help their child to do this is by ensuring they attend school **every day**.

Absence from school

As the parent you are responsible for ensuring that once your child is registered at a school that they attend regularly and punctually. Starting good habits earlier on is much easier than trying to change poor attendance habits, battling with your child to attend school and struggling to get out of the door on time. Be organized, have a plan, be consistent and involve your child.

Should your child will be absent from school, please notify the school on or before 7:00am. Should you fail to inform the school, we will notify you regarding the absence of your child within 30 minutes from the start of the classes (8:30am-9:00am) through the Parent-Teachers class-wise WhatsApp group and kindly confirm the same by replying the WhatsApp message. Should there be any emergency or non-academic concerns, please contact the school hotline numbers:

1. Admin Office	-	5529 1108
	-	5534 1207
2. Principal	-	5596 1127
3. Office Landline	-	4466 2534

School absence falls into one of two categories;

- Authorized, those which schools can give you permission for.
- Unauthorized, those which they will not.

Examples of Authorized Absences:

Genuine illness of the student

- Hospital / dental appointment for the student
- Death of a near relative
- Religious observance (Faith of the parent / guardian)



Examples of Unauthorized Absence:

- Sickness of a parent, or other family member
- Inadequate clothing for school
- Child being used as a guardian
- Problems with transport
- Non-urgent medical treatment — e.g., dental check-up, doctors' appointments for minor ailments. - These should be made for after 2pm when school finishes.
- Days off for birthdays, shopping trips
- Family Holiday

A child

Whilst as a parent you may think you can give your child permission to be at home, you cannot. The only person who can give permission for a child to be absent from school is the school's Headmistress.

During school hours the school staff are legally in loco parentis and therefore must know where the students are during the school day. If a student has to leave school for any reason during the school day, the parent / guardian must contact the school with an explanation. Students leaving the school premise during the day must fill up an Early Pick-up Form at the school admin office.

Whenever a child is absent from school, the parent / guardian should:

- Contact the school before 7:30am on the first day of absence. If your child will be absent from school, you must notify them by telephone call or through email on the first day of absence before 7:30am
- If no notification of absence is received, the school office will contact the parent / guardian to ascertain the reason
- You should follow this up with a note once the child returns to school.
- The school's Headmistress will decide whether to authorize the absence, depending upon the reason given.
- Unauthorized absence should be avoided. For promotion 75% attendance is mandatory, which implies that a child can be excused for a maximum of about 45 days in an academic session which includes authorized leave.
- If any child is absent for 30 or more working days without permission the school will have the right to cancel the registration of the child.

Most childhood sickness that prevents school attendance will be classed as authorized absence. However, if your child is frequently absent from school due to sickness, we will ask that you provide medical evidence otherwise; we will stop authorizing the absences and potentially seek advice from a doctor or request that you come in for a meeting with the Headmistress. This does not mean that as a school we do not believe you or your child, but that we want to do the best for you by ensuring your child can attend school as much as possible. We will do this by providing extra support such as accessing



the school nursing team if needed or explore options such as attending school just in the mornings and resting in the afternoons.

Reduce absence due to medical reasons by making non-urgent medical appointments for your child outside of school hours. Always let your child's school know the type of illness your child has that prevents them attending at the start of the school day. They will guide you as to whether your child needs to be absent from school all day and when they are expected to return.



The importance of good attendance!

Attendance during one school year	Equals days absent	Approximate weeks absent	Number of lessons missed
95%	9 days	2 weeks	15 lessons
90%	18 days	4 weeks	30 lessons
80%	36 days	8 weeks	60 lessons

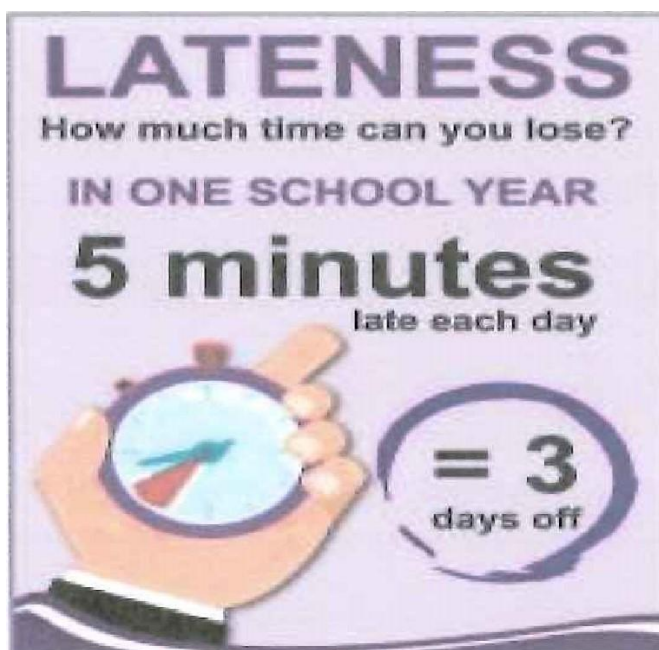
Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any student's absence disrupts teaching routines so may affect the learning of others in the same class. Children that have high levels of absence struggle with friendships, confidence and self-esteem. They also often feel that they have



been left behind in aspects of learning, which often results in them not wanting to come to school.

Help support your child and your school by keeping absence rates down. Children who are frequently absent are usually those who fall behind and find it hard to keep friendships, which can lead to being unhappy in school.

The importance of arriving on time!



School Times:

- Children are welcome to come into school from 7:00am and must be in their classrooms ready for the register by 7.30am and not just coming through the school door.
- School finishes at 1:50pm.

When a child arrives on time:

- Registration takes place quickly and smoothly
- An activity is put on the board or out around the classroom
- The day gets off to a good start for everyone
- Everyone hears the information given and is included in important explanations and discussions.
- This ensures that everyone knows what to do and what is expected of them



When a Child Arrives Late:

- It interrupts concentration
- It wastes valuable learning time
- The teacher repeats information / instructions whilst others have to wait
- The late child is at an immediate disadvantage because they may have missed important teaching points, missed discussions where ideas are shared and will be generally unsettled
- Children feel stressed and anxious about having to walk into their lessons late, some children find being late very distressing.

What happens if a child arrives late?

- If the child arrives after 7:35am the parent will have to sign in the late entry register which is kept in the security cabin.
- If a pattern arises of children regularly arriving after 7:45am then parents will be invited in to school to discuss the same.
- If children arrive after 9:00 a.m. they will be marked late.

Collection

- All children **must be picked up at 2:00pm**; our staffs have a variety of commitments after school hours, staff meetings and courses and it should not be assumed that they are available to supervise children after this time.
- At 2:00pm, the children become your responsibility and it is imperative that you collect on time.
- Being collected late causes unnecessary anxiety and upset for children.



Attendance Ladder

How close is your child to 100%?

