

**GOOD ATTENDANCE
IS REWARDED:**

WEEKLY

In Celebration Assembly, the attendance trophy is presented to the class with the highest level of attendance

Posters are displayed on classroom windows showing the latest attendance figures for that class

TERMLY AND YEARLY

Certificates are presented to children who have 100% attendance and punctuality since the start of the school year.

Parents/carers are invited to Celebration Assembly to watch their child receive the award.

Breakfast Club

7:45-8:45

Nursery AM

8:45-11:45

Nursery PM

12:15-3:15

Reception to Year 6

8:40- 3:15

***FOLLOW THESE TOP TIPS TO
ENSURE YOUR CHILD MAIN-
TAINS A GOOD LEVEL OF AT-
TENDANCE***

Get things ready the night before if the mornings feel rushed.

Arrive on time. The school day begins at 8.50am. Late marks bring down a child's attendance level.

Speak to the office about a place at Breakfast Club. Breakfast Club is open from 7:45am.

Contact the office if your child is too unwell to attend school so that an authorised mark can be recorded.

Bring prescribed medicine to the office if your child is well enough to attend school but still requires treatment. Our First Aiders will administer the medication as required.

When possible, schedule medical appointments outside of school hours.

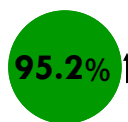
Inform school of circumstances that arise that may affect your child's attendance or punctuality.



**Attendance
and
Punctuality
Guide**

**Castle Hill Primary School
Castle Hill Street
Bolton
BL2 2JT**

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Attendance of **95.2%** or more is **GOOD** and is **ON TARGET**



Attendance of **90%** or more is **OK** if **RISING TOWARDS TARGET LEVEL**



Attendance of **90%** or less is a **CONCERN** and **CLOSELY MONITORED**

The school day begins at 8:50 am.

When a child is not in school their absence is recorded as **authorised** or **unauthorised**.

A child too ill to come to school, whose parents/carers inform us of their absence, will receive an authorised mark.

A child who is not in school and whose parents/carers have not contacted school regarding the absence will receive an unauthorised mark.

An unauthorised mark would also be recorded if the nature of the child's absence is unacceptable.

When a child arrives at school later than 9:30, an unauthorised late mark is recorded. These lower a child's overall attendance level in the same way an absence would.

If the number of unauthorised absences recorded for a child reaches 10 sessions* in a term the Local Authority expect that schools issue warnings and fines.

(*1 day = 2 sessions)

Children from Reception to Year 6 have their attendance recorded on a **Registration Certificate**.

A Registration Certificate records all days of attendance and all days of absence for the current school year.

The top right hand corner shows the child's current level of attendance.

2013/2014		Sessions 2013/2014 (1st - 10/12/2013 PM)		Sessions	%
10/12/2013	11/12/2013	12/12/2013	13/12/2013	14/12/2013	15/12/2013
16/12/2013	17/12/2013	18/12/2013	19/12/2013	20/12/2013	21/12/2013
22/12/2013	23/12/2013	24/12/2013	25/12/2013	26/12/2013	27/12/2013
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