Attendance Matters at Knights Primary

Our attendance policy for children

At Knights Primary we want every child to have good attendance and punctuality. This is important in making sure you achieve your best and can take part in all the learning and enrichment opportunities we offer. Our school Charter of Rights says every child has the ***right to a good quality education*** (Article 28) and ***an education that develops your skills and talents*** (Article 29). By coming to school every day, we can ensure your rights are met and you can become the best version of yourself.

This policy aims to help make sure you attend school every day, on time and ready to learn. Be an attendance HERO -

Here

Every day

Ready to learn

On time

It is everyone's responsibility to make sure you have good attendance.

10 great reasons to attend school

1. Going to school helps you learn new things every day.
2. School is where you can make friends and spend time with people who like doing the same things as you.
3. We have lots of fun activities and clubs during the day and after school.
4. Going to school every day will improve the chances of getting the job you want when you are older.
5. During your time at Knights Primary, you will take part in lots of trips and visits around our local area and London.
6. Going to school means you will get to see your friends.
7. We always reward good attendance. You can become a member of our 100% Club!
8. The adults in school can help you with your learning and lots of other things you may want support with.
9. The skills you learn at Knights Primary are skills for life – they will never leave you.
10. It's the law. Missing school on purpose is called truancy.

What happens if you don't come to school?

- You won't learn as well and will fall behind in your learning.
- You will miss out on being part of your friendship group.
- You miss out on special days, celebrations, trips, clubs and rewards.
- You might get bored and develop bad habits.
- Your parents could get into serious trouble and fined for not sending you to school.

What is good attendance?

At Knights Primary, we think everyone should have at least **97%** attendance. You should come to school every day unless you are really ill.

What to do if you cannot come to school

- Your parents must call the school office before 8:30am if you are unable to attend.
- Sometimes, we will need a letter from your doctor to tell us what is wrong with you.

If you are absent we will

- Call your parents to check how you are and find out when you might be coming back to school.
- Record your absence using the correct code on our register.
- Keep an eye on your attendance. If it is a concern, we will encourage you and ask to meet with your parents to find out how we can help you improve your attendance.
- Take immediate action if we are concerned that you are deliberately missing school.
- Find out if anything is worrying you – if there is anything which makes you worried about coming to school, you can speak to any adult or one of our safeguarding leads on the poster in your classroom.

Your Rights and Responsibilities

Your rights	Your responsibilities
Right to a good quality education	Be in school before 8:45am every day with the correct uniform and equipment so you can make the most of every lesson
Right to an education that develops your talents	Don't miss school because something is hard – by working hard you can achieve great things!
Adults should do what is best for you	Be honest with adults and do not miss days when you are well enough to come to school
Respect for children's views	If you feel unwell, find a first aider and explain your symptoms so the adults can decide what needs to happen
Right to things that will keep you safe, clean and well	You must come straight to school and not leave the premises unless this is authorised.
Right to rest, play, culture and Arts	Making sure you have enough sleep so you come to school with energy to learn and take part in lessons, clubs and other activities