Underwood West Academy

 Attendance Policy



 By the School Council

Attendance Matters!!

**School Councillors help to set a good example to other children.**

 ***All children are responsible for:***

* Encouraging and telling friends to come to school
* Getting ready for school on time
* Arriving at school on time
* Coming to school everyday
* Always trying their best

 ![C:\Users\htrotman\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\2M4VOLQD\school_uniform_by_salshia_sylvia-d337jyh[1].gif]()![C:\Users\htrotman\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\2M4VOLQD\school_uniform_by_salshia_sylvia-d337jyh[1].gif]()***All parents/carers are responsible for …..***

* Telling Mrs Gill if children are ill or absent from school and the reason why
* Making sure children are up and ready for school on time, every day
* Arranging holidays for when we break up from school
* Getting children to school safely
* Making sure children arrive at school on time

 ***All School staff are responsible for …..***

* Taking a register to see who is in school every morning and afternoon
* Keeping children in school safe
* Making lessons interesting & fun
* Listening to problems which might keep children off school or make them late. Don’t forget – Attendance matters!!

 ***The incentives for good attendance are:***

* Attendance focus days – on a selected day, the class who are all present and punctual at the close of registration (9.05am) will receive a prize!
* The class with the best attendance each week will receive a certificate to display.
* The class with the best attendance per half term will win themselves an exclusive non uniform day!
* Each term there will be a bigger, seasonal themed treat for the class with the best attendance for the term such as:
* games afternoon
* bringing in IPads/tablets
* extra playtime
* film/afternoon party for the class
* trip/visit.

*Remember – Attendance matters!!*

*You can make a difference to your education and your future.*