



# Asterdale Primary School

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Headteacher: Mr David Evans

Chair of Governors: Simon Higgingbotham

## Welcome to Asterdale Primary School

This letter should provide all the information you need regarding attendance at Asterdale Primary School; however, the fullest information can be found on the school's website or by contacting the school directly.

### The school day

The school day is split into two sessions, with two registration marks per day.  
8:55am-12:00pm for the morning and 1:00pm-3:30pm for the afternoon.

Attendance is recorded per session; this means that if your child is unwell in the morning but feels better in the afternoon it is beneficial to bring them into school. Their attendance will be boosted and more importantly, so will their education.

### Punctuality

We encourage all children to be at school for 8:45am. This gives your child the best possible start to their day. If your child does arrive late for school after 9:30 am, they will be marked as here, but it would be an unauthorised absence (U). We do make a record of the time; this helps us to notice any reoccurring problems and offer support.

### Illness and medical absence

If your child is ill or has a valid medical reason for not being able to attend school, you **MUST** contact school before 8:55am on EVERY day of the absence so we can record the absence reason and progress. You can contact school via phone on 01332 662323 to report the absence.

If we have not had any contact from you we try calling you.

If we still are unable to make contact with you, the EWO might do a home visit.

If we are still unable to make contact, we will consider informing other agencies such as:  
Police, social care or health visitor.

Any absence that we are not provided with a reason for WILL be recorded as unauthorised.

If we have concerns for the safety of a child, doubt an absence is genuine or unexplained absence is reoccurring and we have not spoken directly to you, we will visit the home address and contact necessary agencies.

## **Attendance and punctuality procedures**

We will use this procedure to keep you as informed as possible about attendance queries and punctuality concerns.

### **Step 1**

If your child's attendance drops below 95%, the school will be tracking their attendance carefully. An attendance concern letter will be sent to parents. The school may no longer approve absence for illness unless evidence is submitted.

### **Step 2**

If your child's attendance drops to between 93-90%, school will make contact to raise concern and offer support. School will actively consider no longer approving absence unless evidence is submitted.

### **Step 3**

If your child's attendance drops below 90%, this is classed as persistent absence. The school will access support from the EWO service.

### **Step 4**

If your child's absence drops below 50%, this is classed as severe absenteeism. A meeting will be held and a penalty notice may be issued from the local authority.

## **We are here to help**

We understand that school can be a difficult or overwhelming experience for some children and that morning routines can be challenging. With this in mind, we are keen to offer support to families whose children are reluctant to attend. Please speak to Mrs Breame, Mrs Harrold or Mr Evans.

Thank you for taking the time to read this information. Please keep it in a handy place for future reference.