

Plover School Pupil & Parent Attendance Information

It is the parent / carer's responsibility to ensure their child attends school every day that it is open and that they are punctual.

[School Day Timings](#)

[Day to Day management of Attendance](#)

[Plover: Implementation, monitoring, recording & evaluation of student's attendance process;](#)

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School Day Timings

- Start of School Day (Morning Registration): 8:40AM
- End of Compulsory School Day: 3:10PM
- Total Compulsory School Hours per Week: 32.5 hours

Pupils arriving after 8:40AM will be marked as late. Pupils arriving after 9:30AM will be marked as an unauthorised absence for the morning session.

Day to Day management of Attendance

Parents / carers expected to inform school by 9:30am by either:

Email

Phone call

School will complete a safe and well check if felt appropriate.

Attendance is tracked daily, weekly and half termly to support children and their families with attendance.

School Contact Details for Reporting Absence

To report your child's absence, please use one of the following methods:

- Telephone: 01302 722353 (Please call by 9:30AM on all days of absence.)
- Email: admin@carcroftschoool.co.uk

When reporting an absence, please provide:

- Your child's full name and class.
- The specific reason for absence (e.g., "Child has a fever and sore throat," "Appointment at GP").
- Expected duration of absence, if known.

Process for requesting a leave of absence

To request a leave of absence please contact the school office to request a leave of absence form.

Key Attendance Personnel

For specific queries or concerns regarding attendance, please contact:

- Class Teacher
- Phase Leader
- The Senior Attendance Champion : Aaron Ducker DSL
 - Contact Email: admin@ploverschool.co.uk
 - Contact Phone: 01302 722353

School-Specific Rewards and Incentives for Good Attendance

At Plover School, we celebrate and reward good attendance in a variety of ways:

- Weekly class 'Crew' attendance
- Certificates for 100% attendance
- In-school rewards for classes with highest attendance
- Praise Postcards
- Phone calls home

Local Authority Contact Information

For information regarding further support and legal interventions related to school attendance, you may also contact our Local Authority's attendance team:

[Doncaster Local Authority](#)

Phone: 01302 736504 - opening times are Monday/Tuesday/Thursday/Friday
10am-12pm & 1pm-3pm

Email: APWS@doncaster.gov.uk Wednesdays

 XP TRUST ATTENDANCE POLICY