

Wells Primary School

Attendance Policy

To be read in conjunction with Redbridge
Children's Services' Attendance Strategy
(Reviewed September 2017)

Date adopted by Governing Body: October 2013
Reviewed June 2018

1. Aims and Objectives

The staff and Governors at Wells Primary School strongly believe that regular attendance and punctuality are integral to pupils' success at school. This supports the Law which states that all children of compulsory school age must receive a proper full-time education.

We believe that for our pupils to achieve a high standard of academic and social success in school they need to attend on a regular basis. We also believe that the ethos established at an early age will instil in pupils good habits for later life. We aim to work closely with our families and outside support agencies in order that our policy is successful. The school follows the recommendations and guidance of the Redbridge Children's Services' Attendance Strategy

Parents and Carers are responsible for ensuring that children attend school regularly and on time. The Government is clamping down on unnecessary absence from school. One of the key messages is to warn against taking term-time holidays, reminding families that they do not have the right or entitlement to take children out of school for holidays.

The effect of arriving late at school also hampers children's learning and progress and prevents those children and their class mates from settling into work at the start of the day. The DFE and Local Authority views lateness in the same light as absence.

2. Roles

Families are:

- Expected to notify the school of any absences on the first day of that absence.
- To confirm in writing the reason for the absence on the pupil's return to school.
- To keep in close contact with the school if a pupil is on extended leave due to ill health.

The role of the class teacher:

- To register pupils punctually each morning.
- To know which pupils have poor attendance and to look for any trends in non-attendance.
- To liaise with the school's Attendance Officer when there are concerns regarding attendance or punctuality.
- To join the Attendance Officer and Educational Welfare Officer to discuss the impact of low attendance where appropriate.

The role of the Attendance Officer:

- To contact all families who fail to notify the school of their child's absence on the first day of absence and every day thereafter; this includes the families of Nursery pupils.
- To keep a record of each pupil who arrives late and the reason noted.

- To notify the EWO/head teacher of any concerns.
- To liaise closely with the school EWO and contact EWO by telephone where there are significant on-going concerns.
- To give weekly attendance data to head teacher for monitoring purposes.
- To notify the safeguarding team of absences of vulnerable pupils.
- To provide half termly attendance lists to all class teachers for monitoring purposes.
- To send out letters to families when children's attendance falls below 90%.
- To send out letters to families when children have been persistently late.
- To closely monitor and follow up significant absences with the EWO.
- To ensure that all registers are electronically recorded and are available for the EWO and for use in Child Protection cases.
- To send in regular records of attendance to the Local Authority.

The role of the Governing Body

- To make attendance and punctuality a school priority.
- To review the policy every two years.
- To receive termly attendance reports from the head teacher at Governors' meetings.
- To set and monitor challenging targets for school attendance for each term.

The role of the Head teacher

- To inform families at school induction meetings, on the web-site, and in newsletters of the importance of regular, punctual attendance.
- To inform families of the school policies surrounding attendance.
- To liaise closely with the Attendance Officer and EWO to monitor attendance.
- To ensure that school procedures follow the guidance in the Redbridge Children's Services' Attendance Strategy.
- To ensure that staff are available from 8.00am to take telephone messages.

3. Monitoring and Review

This policy will be reviewed on a two yearly cycle and should be read in conjunction with the Redbridge Attendance Strategy (September 2017).

Rewards and Incentives for Regular Attendance

- Weekly recognition - during assembly, the three classes with the highest attendance have their attendance percentage read out in reverse order. The winning class is rewarded by receiving the weekly Attendance Cup.
- At the end of each term, all those children who achieve 100% attendance receive a certificate in a special assembly.

- Children who achieve 100% attendance for a year are awarded a special medal in an achievement assembly. Those who achieve two years' 100% attendance are presented with a plaque. Those who achieve three or four years' 100% attendance are awarded a cup.

Sanctions for

Persistent Lateness and Persistent Non- Attendance (see Redbridge Attendance Strategy)

The head teacher will only consider authorising an absence during term time where an application has been made in advance and where he/she is satisfied that there are exceptional or special circumstances to justify the request. The DFE (2013) now states that leave of absence requests for holidays should not be granted.

- A pupil may be at risk of losing his/her place for an extended unauthorised absence during term time.
- Families who do not bring their child to school regularly are at risk of court action.
- In line with the Redbridge Attendance Strategy (page5), a penalty notice of £60 per child per parent may be imposed for taking unauthorised absence (e.g. for a holiday) without permission during term time.
- A penalty notice may be imposed if a child has frequent unauthorised absences (see page 5 of Redbridge Attendance Strategy).
- A penalty notice may be imposed where a child is persistently late for school (see page 7 of Redbridge Attendance Strategy).