



# **ATTENDANCE POLICY**

**Adopted: October 2015**  
**Reviewed: November 2016**

## Attendance

### **As a school we aim to:**

- Maintain parents' and pupils' awareness of the importance of regular attendance.
- To raise attendance
- Improve punctuality
- Through good attendance, maximise opportunities both in school and in later life
- Safeguard children by monitoring attendance and reasons for absence

### **Good attendance is important because:**

- Statistics show a direct link between under-achievement and poor attendance
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines and school work easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders have an easier transfer to secondary school

### **Parents help us by:**

- Ringing on the first morning of all absences with the reason and saying when the child will return – before 9.15am
- Arranging dental and doctor's appointments out of school hours or during school breaks
- Bringing children to school before and returning them after a hospital or other medical appointment
- Keeping us updated by telephone or letter if a child has an extended period of absence due to illness

### **School will take various measures in order to safeguard children by:**

- Following up unexplained absences after registration, with a phone call on the first morning
- Reminding parents of the importance of regular attendance and punctuality in newsletters
- Publishing our attendance rates
- Acknowledging and rewarding good attendance
- Publishing children's attendance rates on their annual school report
- Letting parents know if we have concerns regarding a child's attendance
- Following up concerns of fabricated or induced illness
- If we continue to have concerns make a referral to the School Educational Welfare Officer (EWO). A home-school agreement for attendance may be put in place and targets agreed for improvement. Medical notes will be required for any further absence during this agreement period.
- Reporting children who we believe to be missing in education in line with the requirements set out by the Local Authority and the DFE Keeping Children Safe in Education Policy 2016.

### **Authorised Absence**

Some absences are allowed by law and are known as "authorised absences". For example: if a child is ill, immediate family bereavement, a religious observance day.

We realise that there are rare occasions when there might be a particular problem that causes your child to be absent. Please let us know and we shall try to deal with it sympathetically.

### **Unauthorised Absence**

There are times when children are absent for reasons, which are not permitted by law. These are known as "unauthorised absences". Examples of unauthorised absence are:

- Going for a family day out
- Sleeping in after a late night
- Where there is no explanation for the absence
- Parents are unwell
- Term time holidays and visits to family abroad, including weddings
- Preparation for external exams and tests

Unauthorised Absences have to be reported to the Local Authority. The School Attendance Service may contact parents and consider taking legal action if a child has unauthorised absences, resulting in a possible fine.

### **Punctuality**

- Children may enter school from 8.45am to 8.55am when registers will be taken. Children arriving after 8.55am go to the school office where they will be marked in and their lateness noted. Lateness is monitored regularly. Where children have persistent lateness problems the EWO will be contacted.
- Children in EYS and KS1 are dropped off and collected by a responsible person (age 16+ who has been authorised by the parent) to ensure their safety
- We will let parents know if we have concerns about punctuality.
- Parents are asked to collect their children on time at the end of each school day.

### **Holidays and Term Time Leave of Absence**

The school supports the view that every lesson counts and discourages parents from taking holidays in term time. There is no entitlement to time off in term time. Leave of absence is only allowed at the discretion of the Head Teacher.

#### **It is our policy:**

- That a child's place in school is at risk if unauthorised term time leave is taken.
- Parents wishing to apply for leave of absence during term-time need to fill in an application form well in advance and before making any bookings.
- Parents are regularly encouraged to minimise any time taken out of school.

### **School outings / visits / residential trips.**

Opportunities for children to attend these activities are provided. If they do not go, the children are expected in school, where alternative arrangements will be made for them.

### **Monitoring and Evaluation**

Throughout the year parents will be kept informed of school expectations and procedures through newsletters.

The school employs strategies to encourage good attendance. Children will receive certificates and praise when their attendance is at 100% or close to it.

### **Procedures**

- Registers of all classes are kept and monitored by staff daily
- Parents of absent children will be telephoned if we have not received notification
- Admin team will monitor the arrival of children who we know travel to school alone
- EWO completing regular register checks and checks of school logs
- A note is made on the register of children who arrive late
- Log kept of all children daily for whom no notification for absence has been made
- Log kept of phone calls received from parents and reasons given
- Copies of appointments and other relevant documents are kept as required for proof of absence
- Records are transferred to a child's new school on confirmation of their start date from the school
- If a child is on long term absence due to a medical or SEND condition, a home visit will be made when appropriate and schoolwork will be delivered, keeping contact and a positive connection between the child and school and their friends

## **Legal Note**

*Parents have a legal duty to ensure the regular and full time attendance at school of registered pupils. Nursery pupils will be removed from the school register if they take any unauthorised leave. Proceedings for removal of children from the school register will begin after 10 school days for pupils in Reception to Year 6.*

We value and endeavour to gain parental support in helping us to maintain high standards.

## Appendix 1

### Information for parents



Denbigh Road, Hounslow, TW3 4DU

### Attendance

At Alexandra Primary School, we expect all children and parents to aim to achieve at least 95% attendance over each school year to enable our pupils to maximise their educational opportunities. To meet this target, parents should make a concerted effort to ensure their children attend school every day, unless they are unwell. Children's attendance is monitored on a weekly basis within school and regularly by our Education Welfare Officer. The Local Authority has a process in place (see below) which the school and the Education Welfare Officer follow if a child's attendance falls below the expected target of 95%. The school will contact you should your child's attendance and punctuality become a concern.

Early Intervention	Stage 1	Stage 2
Pupils between 90% - 95%	Pupils between 85% - 90%	Pupils below 85%
<ul style="list-style-type: none"><li>• School sends a letter of concern to parents</li><li>• School monitors every week</li></ul>	<ul style="list-style-type: none"><li>• Parents are invited into school for a meeting to discuss attendance issues</li><li>• Parents will be required to sign a Home School Agreement</li><li>• A four week attendance target will be set for pupil to achieve</li><li>• School monitors every week</li></ul>	<ul style="list-style-type: none"><li>• Referral sent to the Education Welfare Service (please see Council website for full details of EWS intervention protocols)</li></ul> <p>Education Welfare Interventions include; target setting, formal meetings at the Civic Centre, issuing of Fixed Penalty Notices and prosecution.</p>

All children are expected to attend school for all 190 school days within an academic year unless they are unwell.

### Term Time Leave

It is important that all Parents and Guardians are aware that term time leave is not permitted and will only be authorised if the reasons are for exceptional circumstances. Any unauthorised term time leave has to be reported to the Education Welfare Service. We understand that emergencies are unavoidable and at times parents need to deal with family matters. In the case of an emergency, please try to put a plan in place to enable your children to continue attending school. Thank you.