
Punctuality:

Children who are late miss an important part of the lesson, as well as disrupting other children who were on time. Children who arrive after 8.55am will be marked as late.

- Children who arrive after 9.15am will be marked as an unauthorised absence, which can be taken into account when legal action is taken for non-attendance.
- If your child is persistently late you will be required to attend a meeting with the Headteacher.

15 minutes late per day will equal 8 days missed schooling.

Term Time leave

There is no automatic entitlement to time off during the school term .

- The schools request for absence form must be submitted to the school office at least 28 days before the start of the leave. We may request to see supporting documentation.
- Term time leave can only be authorised by the Headteacher. The Head teacher's decision is final.
- It is important for all families to understand we will not agree leave in term time except in extreme circumstances.

80% attendance over 2 years is the equivalent of missing a whole term, 80% attendance over their whole school life is equal to 3 years missed schooling.

Long periods of absence may result in your child losing their place.

If your child leaves Alexandra Primary School their attendance and punctuality information is passed to the new school. This includes Grammar Schools and Secondary Schools.

There are 175 non-school days each year. That is 175 days to spend on family time, visits, holidays, shopping, appointments & household tasks.

Attendance Policy:

The schools Attendance Policy is available to download from the school website or alternatively on request from the school office.

If you would like to discuss your child's attendance please contact the school office.



ATTENDANCE AND PUNCTUALITY

at
Alexandra Primary School

Denbigh Road
Hounslow
Middlesex
TW3 4DU
Headteacher: Mr J Norton

Office: 020 8570 6826

ATTENDANCE

At Alexandra Primary School we believe that regular attendance is extremely important. Pupils with poor attendance are unlikely to reach their full potential.

Attendance

- All pupils attendance is monitored by school staff and our allocated Education Welfare Officer (EWO).
- Children are expected to attend school everyday and arrive on time. Where possible appointments should be booked for out of school hours or during school holidays. For appointments that must take place during the school day, parents will be expected to collect their child from school and bring them back once the appointment is finished.
- EWO meets with the Headteacher and Attendance Officer regularly to monitor children whose attendance is under 91%.
- Children whose attendance falls under 91% are referred to the EWO, in order for them to meet with the parent/carer and discuss attendance as well as punctuality if necessary.
- The Headteacher and EWO may set attendance targets for the family during a set period of time. Referrals are sent to the EWO if attendance targets are not achieved.
- Legal action may be taken by the Local Authority if attendance does not improve sufficiently.
- Records of non-attendance are recorded on the Local Authority database which is accessed by the Education Welfare Service. This may be shared with Social Care if required.

Authorised absence:

- If your child is unwell, responsibility lies with the parents to call the school office before 9.15am on each day of absence.
- Letters need to be provided to the office when a child has been absent in order for the absence to be authorised. The final decision is with the Headteacher.
- For children on an attendance target or where a child has attendance below 91% medical proof must be provided. This can be an appointment card from your GP surgery or bringing in their medication.
- If a child is absent for 3 days or more, medical evidence will be required in all cases.
- If your child needs to be given paracetamol or antibiotics during the school day, we will administer this if you make a request in writing. Please speak to the office.

Unauthorised absence:

- If a letter is not received from the parents the absence will remain unauthorised.
- If children are absent due to other siblings or parents being ill or having appointments, absences will be unauthorised. The only reason for a child to be absent is if the child is unwell themselves.
- Absences leading up to Grammar School exams will be unauthorised unless medical proof confirming an illness is received by the school office. Only exam time will be authorised if proof is provided. The school reserves the right to unauthorise absences due to exams at any time if necessary.

- **Absence immediately before or after a school holiday will be unauthorised unless medical proof has been received.**

Legal Action

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

- Legal Action is taken for poor school attendance as well as unauthorised term time leave
- Penalty Notices are per parent per child and may be issued when a child's attendance falls below 91%.
- Where attendance continues to be poor court action may be taken which could result in a fine of up to £2500 per parent & a criminal record.

Rewards

We encourage and reward good attendance. This is done in a variety of ways.

- Awards certificates given out in assembly.
- Mufti days for classes who have collectively have 100% attendance for the week.
- Individual mufti days for 100% attendance across the term.
- Termly 100% attendance lottery which could win a Kindle Fire tablet.
- Good news postcards and stickers.
- Attendance displays around the school.