

Earlsfield Primary School



Attendance Policy

Approved.....Date

Committee.....

Review.....Date

Earlsfield Primary School

Attendance Policy

The aim of this policy is to encourage children to attend school regularly; subsequently they will be able to take advantage of the educational opportunities available, learn life skills, develop economic future well being and value the importance of school and education.

The Duty of the School

The *Education Act of 1996* requires parents or guardians to ensure their children receive efficient full time education, either by regular attendance at school or otherwise. Statistical evidence indicates that those children who do not attend school on a regular basis do not make the same level of progress as those children who do.

As a school we are responsible for recording pupil attendance twice a day, once at the start of the morning session and once during the afternoon session. An entry must be made in the attendance register for all pupils of compulsory school age who are on the school's admission roll.

The register is an important school document and it remains the responsibility of the teaching and admin staff to ensure that this remains the case.

As a school we will ensure that:

- ✚ Good attendance is promoted, celebrated and rewarded
- ✚ Pupils are registered accurately and efficiently
- ✚ Parents or guardians are contacted on the first day of absence if they have not informed the office. This will be achieved via text.
- ✚ Parents or guardians who insist on holidays during school time are expected to complete a holiday request form and comply with LEA guidelines. Failure to do so could result in a fixed penalty fine. Authorisation at Head's discretion.
- ✚ Pupils attendance and lateness is monitored regularly
- ✚ The attendance and punctuality of each child will be reported to the parents/carers on a termly basis with the child's termly report.
- ✚ Weekly class attendance and punctuality statistics are published in the weekly school newsletter.
- ✚ Attendance panels are held on a half termly basis.

In the event of absence from school

- ✚ A text will be sent on the first day of absence if parents have not informed the school of their child's absence.
- ✚ If for any reason an absence is not explained a letter will be sent.
- ✚ Where common patterns occur the educational welfare officer will intervene at the request of the school.
- ✚ Where attendance panels will be convened.
- ✚ Parents/Carers with children with an unsatisfactory absence will be required to provide a Doctors certificate to verify their absence.

Authorised and Unauthorised absences

- ✚ The school will not authorise any form of absence for children who have an absence level of below 90% unless in exceptional circumstances or where a child has been ill for a period of time.

- ✚ Occasional absences should only be taken in unavoidable circumstances and at the head's discretion. Events that could take place at weekends or holidays such as visits to theme parks, museums etc will not be authorised unless in exceptional circumstances.

Punctuality

- ✚ Good timekeeping will be celebrated
- ✚ Lateness is recorded in a book at reception
- ✚ Doctor's appointments etc are recorded as authorised late using a different symbol.
- ✚ Where there is concern a letter will be sent
- ✚ Where there is no significant improvement the parents/carers will be invited into school to discuss the situation and meet at an attendance panel.
- ✚ Late collection after school is also recorded. Where this is a recurring issue and children are picked up late persistently parents will eventually be charged for childcare costs.

Incentives for good attendance

- ✚ Weekly class attendance cup
- ✚ Weekly class punctuality cup
- ✚ Certificates, praise and additional rewards
- ✚ Display board in the hall celebrating good attendance

The Duty of the Parents

The parents or guardians will be expected to

- ✚ Encourage good attendance
- ✚ Inform the school on the first day of non attendance
- ✚ Discuss planned absences with the school in advance and fill out appropriate forms.

Parents who do not meet requirements or co-operate as dictated by the EWO service face the possibility of fixed penalty fines or court action. (Please see attached leaflets)

Pupils will be encouraged to

- ✚ Attend school regularly
- ✚ Inform staff if there is a problem which may lead to absences

The Educational Welfare Service

The Educational Welfare Service dictate that the school adopt the following procedures

- ✚ Meet challenging yearly attendance targets
- ✚ Hold regular attendance panels for all children who fall below a threshold of 90%
- ✚ Inform parents if their child's attendance falls below the 90% threshold
- ✚ Refuse to authorise holiday requests for children whose attendance falls below 90% (absence due to a block illness will be taken into account)
- ✚ Ensure that where a child's attendance is deemed to be of concern parent(s)/carer(s) will be required to support a period of absence of longer than three days with a doctor's certificate which will be copied and kept on file in the school office.

This policy will be reviewed on an annual basis and be available to parents in the social policy document.