

Dealing with poor attendance and punctuality

The school has expectations of good attendance and punctuality which are communicated to pupils and parents clearly and regularly.

- **Letters** – Yellow and red letters are sent to parents whose children have less than 96% attendance and/or punctuality.
- **Monitoring** - Persistent absences and repeated leave are monitored from Nursery to Year 6. Fixed penalty warning letters are issued by the Local Authority leading to a fixed penalty fine. In some instances parents/carers can be taken to court.
- **Local Authority & EWO** – We work very closely with Hounslow Local Authority and where children have extremely low attendance or punctuality we can refer them to the EWO (education welfare officer). Where attendance is **91%** or below a referral to Education Welfare is made and parents are expected to attend an attendance meeting.
- **Meetings with parents** - At any point in the school year, despite the fact that parents have informed the school of a child's absence or poor punctuality, parents may be called by the Attendance Officer in order to explain the reasons for their child's poor attendance and/or punctuality. This may also involve attending a meeting with a senior member of staff.

Punctuality

Children should arrive at school on time and if possible arrive 5 minutes before their start time so that they are prepared for the day ahead.

- **Late Gate** – This is used to support families who are late and is an opportunity to inform adults of the impact lateness has on a child.
- **Unauthorised Lates** - This means being late after school begins without a good reason i.e. alarm did not go off, transport problems, dropping off a sibling. If you are late, please sign our purple sheet and the green form which your child will take to class and also state whether your child needs a school dinner.

Early Years Foundation Stage (Reception and Nursery Children):

It is very important that clear routines for good attendance and punctuality are established as soon as a child arrives at Fairholme School.

Parents/Carers have accepted a place at Fairholme School and are therefore signing up to agree that they will support the school in 96% attendance and punctuality for their child.

Fairholme School Times

Nursery AM: 8.45am – 11.45am, **Nursery PM:** 12.30pm – 3.30pm

Reception: 8.50am – 3.10pm, **KS1 (Years 1-2):** 8.50am – 3.10pm

KS2 (Years 3-6): 8.55am – 3.15pm

Attendance & Punctuality



at

Fairholme Primary School

Aims and objectives

Fairholme Primary School is committed to ensuring that all children attend school regularly to achieve their full learning potential. We expect parents to take **responsibility** for their child's attendance. We believe that attendance is coupled to achievement and that regular attendance and punctuality is an important life skill.

Our aims are:

- To promote a high level of attendance and punctuality in all our pupils and thus ensure that each child benefits fully from the education the school provides.

We expect parents and carers to:

- Ensure children are in school to receive an effective education.
- Ensure children attend school regularly with an attendance of 96% or above.
- Ensure children arrive at school and are collected at the end of the day punctually.
- Inform the school of the reason for absence in advance of, or on, the first day of absence and if the absence continues.
- Ensure that when children arrive at school late, they are signed in on the sheets by the school office and that if they need to collect children before the end of the day they sign them out on the same sheets.
- Make medical and dental appointments outside of school hours.
- Provide proof of medical appointments, prescriptions etc. as requested.
- Advise the office of who will be collecting your child, if the relevant adult is unable to collect their child on time.

Rewards

We actively promote and celebrate good attendance and punctuality.

- **Celebration letters** - Blue and green letters are sent to parents whose children have 96% attendance or above.
- **Assemblies** - During weekly assemblies we reward classes who have met a target of 96% or above, award a trophy for attendance and cuddly toy for punctuality.
- **100% attendance** - At the end of each term individual children who have full attendance are presented with a certificate and a badge.
- **Attendance shop** - We run an attendance shop during a point in the academic year where every time a child is in school and on time for a full week, they receive a token and then they can buy prizes.
- **Other rewards** - We award children whose attendance is 96% or above and celebrate improving attendance and punctuality.



Good = 96% +



Absence

Colds, headaches and feeling under the weather affect us all but we do not always need to miss school. We monitor your child at school and call you if necessary.

Sometimes if your child does not want to come to school there may be other issues that need to be addressed. If so, please send your child to school and let us know so we can help.

- **Doctor, Dentist and Hospital appointments** - Please book these appointments outside of school hours. If this cannot be avoided, please provide the office with a copy of the appointment card/letter/text before the appointment.
- **Illness** - If your child is off school due to illness, please provide the office with copies of medicine labels.

Term Time Leave

In line with the council policy, Fairholme School does not authorise any term time leave. Parents/carers are expected to take family holidays/leave during the 13 weeks allocated each year as school holidays. If children are taken out of school by parents/carers without permission, this will count as an unauthorised absence and may result in a fixed term penalty notice. Parents/carers must be aware that they cannot assume a school place will be kept open as other families are always seeking school vacancies for their children.

Fairholme reserves the right to remove a child under statutory school age from their roll if they take term leave.

Unauthorised Absence

These are times that the school does not consider absences to be reasonable. Examples are:-

- parent/carer keeping their children off for their birthday or because the parent/carer is unwell
- looking after brothers/sister
- going on holiday early/coming back late
- regularly having days off every other week and no improvements are seen in a child's attendance