



Elsley Primary School Attendance Policy 2016/2017

Introduction

Regular attendance at school is essential to promote the education of all pupils.

AIMS

- To maximise attendance of all children and reduce level of unauthorised attendance and poor punctuality.
- To actively encourage regular attendance by making attendance and punctuality a school priority through regular recognition and acknowledgment of exceptional pupil attendance.

School Attendance and the Law

All children between the ages of 5 and 16 **MUST** be in full time education (under Section 7 of the Education Act 1996) and it is the parent's responsibility to ensure that this happens. This is a legal obligation and if parents do not do this legal action may be taken.

Importance of Good School Attendance

It is well established that attendance is directly linked to academic results and being successful in education and in future can be affected by not attending school regularly. Establishing good attendance habits as early as possible can help a child in later life. So here at Elsley Primary School we will work with the pupils, teachers, attendance office staff, headteacher, family support worker and education welfare officer to ensure that all pupils achieve high levels of attendance.

Absence

If pupils are unable to attend school due to sickness parents **MUST** ring the school **on 0208 902 8003** or email **absence@elsley.brent.sch.uk**. Please call or email before 9.30am and leave your child's name, class and reason for absence. If a telephone call is **not received by 9.30am** parents will be contacted by the school that day to find out why the pupil is not in school.

PLEASE BE AWARE THAT DUE TO SAFEGUARDING PROCEDURES IF YOU DO NOT CALL ON DAY ONE AND SCHOOL IS UNABLE TO CONTACT YOU, THE SCHOOL MAY REFER TO BRENT FAMILY FRONT DOOR OR BRENT EDUCATION WELFARE SERVICE.

If a pupil is absent for more than 1 day the parent must ring the school every day of the illness and provide a written explanation on their child's return to school.

If the absence is for more than 5 days please provide a medical note or copy of prescription from your child's doctor. We may ask for this evidence after a shorter absence, especially if attendance is low. If your child's absence is giving cause for concern you will be contacted by the Headteacher to discuss.

Medical or Dental Appointments

Parents are encouraged to make all medical or dental appointments out of school hours. However if you need to take your child urgently for a medical appointment please provide the medical card or hospital letter so that this can be authorised and recorded appropriately.

Religious Days

The school will authorise **2 absences per pupil** each year for religious days. Please still advise the school if your child is absent for this reason and complete a request for leave application.

Leave Of Absence during term time.

Recent amendments to the Education Regulations 2006 no longer allow Headteachers to grant leave of absence during term time except in exceptional circumstances. Applications for holiday leave will not be granted

Please note that granting leave is at the discretion of the Headteacher, and if refused, means that any time absent will be unauthorised and may result in a **referral to the Education Welfare Officer who may issue a Formal Warning or Education Penalty Notice. Education Penalty Notices are issued to both parents. Fines are £60 if paid within 21 days and £120 if paid within 28 days.**

Furthermore, if leave is granted then this is for set dates ONLY. If a child is absent for additional days for any reason, including medical, then ALL absences will be deemed as unauthorised and a referral will be made to Brent Education Welfare Service.

Monitoring and Dealing with Poor Attendance

The school has a set procedure to monitor attendance and to resolve any problems that occur.

- Firstly, the attendance administrator will check the registers accurately detailing all lateness, sickness and unauthorised absence,
- Monitor the overall percentage attendance for each pupil along with the number of sick days, medical appointments and unauthorised absence.
- When a pupil's attendance gives cause for concern, parents will be notified by letter of this and asked for improvement.
- If no improvement is reached the parent will be invited to an attendance meeting to discuss ways to improve their child's attendance.
- If there is still no improvement a referral will be made to the Education Welfare Officer.
- Where concerns have been identified there are 3 courses of action the Education Welfare Officer may take-
 1. A Formal Warning
 2. An Education Penalty Notice
 3. Prosecution

All absences and lateness will be reported to parents at the end of each school year within the child's report or by letter before this if there is cause for concern.

Reward for Good Attendance

The school has various rewards and recognitions to promote good attendance and punctuality within school.

- At the weekly assemblies the class with the best attendance/punctuality receives a certificate
- At the end of each term the class with the best overall attendance and punctuality will receive a class prize from the Headteacher.
- Every child with 100% attendance and punctuality will receive a certificate termly and at the end of the school year.

Lateness

The morning is an important part of the child's school day and arriving early for school is very important. **School starts for at 8.55am..** Children should be in the playground ready to line up at least 5 minutes prior to this time. **If your child arrives during registration (between 8.55am and 9.15am) they will be given a late mark(L) and if they arrive after registration, when the registers are closed (after 9.15am) they will be marked as absent for the morning session.**

If your child arrives late you **MUST** ensure that they are brought to the office and the Late Book is filled in by the parent or person bringing you child to school. Children should **not** be dropped at the school gate after school has started. The school monitors lateness on a weekly basis and you will be notified if your child is arriving late for school.

Finally if you have any concerns or issues you wish to discuss please contact the Headteacher who will be more than happy to see you.

