

# Roding Primary School



with Provision for Deaf Children

## Attendance Policy

Ratified by Committee:	Teaching and Learning
Adopted by Full Governing Body:	Autumn Term 2025
Next review due by:	Autumn Term 2026

*This policy outlines the standards, procedures, and expectations that guide our community at **Roding Primary School and Nursery with Provision for Deaf Children**. Rooted in our core values of **resilience, respect, compassion, independence, curiosity, and ambition**, it is designed to support a safe, inclusive, and nurturing environment for every child. By following this policy, we work together to uphold these values and promote the well-being, confidence, and success of all pupils.*

## 1. Statement of Intent

- 1.1. Roding School is committed to the continuous raising of achievement of all our pupils. For all children to achieve they need to attend school on a regular basis. It is our aim that all children at Roding will achieve at least 96% attendance (which is inline with the National expectation).
- 1.2. Every child has a right to access the education to which he/she is entitled. For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.  
Parents and teachers share the responsibility for ensuring that attendance at school is maximised and that unjustified and unauthorised absenteeism is kept to a minimum.

## 2. Why Regular Attendance is so important

- 2.1. **Learning:** - High levels of attendance at school significantly impact upon academic and developmental outcomes. The law relating to school attendance states in Section 7 of the Education Act 1996 that the parent of every child of compulsory age shall cause him to receive fulltime education suitable:
  - 2.1.1. To age, ability and aptitude and
  - 2.1.2. To any special educational needs, he/she may have.
- 2.2. 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.
- 2.3. It is our duty to consistently strive to achieve a goal of 100% attendance for all children. Every opportunity will be used to convey to students and their parents or carers the importance of regular attendance.
- 2.4. Good attendance is important because:
  - 2.4.1. Statistics show a direct link between underachievement and attendance below 95%.
  - 2.4.2. Regular attenders make better progress both socially and academically.
  - 2.4.3. Regular attenders find school routines, school work and friendships easier to cope with.
  - 2.4.4. Regular attenders find learning more satisfying.
  - 2.4.5. Regular attenders are more successful in transferring between primary school, secondary school and higher education, employment or training.

## 3. What YOU must do:

- 3.1. Must telephone the school before 8.30am each day of your child's absence.
- 3.2. Tell the school in advance of any medical appointments and bring in appointment cards/letters.
- 3.3. If you are not sure whether your child is well enough to attend school, send them in as they often perk up on arrival.
- 3.4. Have a backup plan for if your child misses transport or if you are too unwell to come to school, call on a family member, neighbour or friend.
- 3.5. If you and your child are experiencing difficulties with school attendance then talk to us as a first step so we can help.

## 4. What WE will do:

- 4.1. Check your child's attendance every day.

- 4.2. Phone home to discuss your child's attendance with you.
- 4.3. Invite you into school for attendance meetings if we are concerned.
- 4.4. If we cannot establish a reason for absence, then we may make a welfare home visit.

## **5. Understanding Types of Absence**

- 5.1. Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.
- 5.2. Authorised absences are time missing from school for a valid reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.
- 5.3. Unauthorised absences are those which the school does not consider reasonable:
  - 5.3.1. parents/carers keeping children off school unnecessarily, i.e. For minor illnesses such as cough, sniffle, hay fever, etc.
  - 5.3.2. truancy before or during the school day.
  - 5.3.3. absences which have never been properly explained.
  - 5.3.4. children who arrive at school after registers have closed.
  - 5.3.5. shopping, looking after other children or birthdays.
  - 5.3.6. inadequate clothing/uniform.
  - 5.3.7. absence if a sibling or a parent is ill.
  - 5.3.8. day trips and holidays in term time.
- 5.4. Dentist and doctor's appointments should, ideally, be made outside of school hours.
- 5.5. When a student must attend an orthodontist or hospital appointment during school hours, where possible, students should attend school before and return after the appointment, in order to get a present mark in school.
- 5.6. If your child is reluctant to attend school, please contact your child's class teacher who will be able to offer support in the first instance.

## **6. Motivation and Rewards**

- 6.1. We believe that it is important to recognise and celebrate good attendance. We do this in a number of ways:
  - 6.1.1. Attendance certificates in assembly
  - 6.1.2. Non uniform days for classes who have achieved a sustained period of full attendance

## **7. Absence Procedures**

### **7.1. If your child is absent you must:**

- 7.1.1. A **Parent/Carer** must contact us **by phone and email** as soon as possible on each day of absence. Please call: 02085043706, **and** email [admin@rodingprimary.co.uk](mailto:admin@rodingprimary.co.uk). This is so that we have a phone call record **and** written record of your child's absence.
- 7.1.2. Parental notes and medical evidence must be handed in to the **office** in the morning
- 7.1.3. On your child's return you need to fill in a blue form which is available in the office if you are unable to send an email.

### **7.2. If your child is absent we will:**

- 7.2.1. Telephone or send you a message via email on the first day of absence if we have not heard from you. Please ensure your contact details, including any emergency contacts, are kept up to date.
- 7.2.2. Contact emergency contacts listed if we have not heard from you on the first day of absence.

- 7.2.3. Make an unannounced home visit if we have not heard from you by the third day of absence. In some cases we may do this on the very first day of absence. To ensure a child and family's safety and wellbeing, please note that we may contact the police if we are unable to make contact with a family when a child is absent from school.
- 7.2.4. Inform you when your child's attendance drops below 95%.
- 7.2.5. Communicate with you when your child's attendance drops below 93%. Further interventions may be implemented to support improving your child's attendance.
- 7.2.6. We will sometimes send you an attendance report informing you of your child's overall attendance and highlighting how this is linked to academic progress.
- 7.2.7. If we have ongoing concern, set up an action plan involving an Educational Welfare Officer (EWO) which will include attendance targets and review this with you regularly.
- 7.2.8. Medical evidence is required for absences of 5 days or more. This can be prescription, medication or a GP appointment card. Over the counter medicines are not accepted.
- 7.2.9. Medical evidence is required for absences either side of school holidays absence will not be authorised without this.

## **8. When may a Penalty notice for absence be appropriate?**

- 8.1.1. As a school, we aim to work with families to improve poor attendance. Where we have continued concerns we will refer your child's attendance to the Education Welfare Service who has the authority to issue Penalty Notices and/or instigate legal proceedings if the national threshold has been met.
- 8.1.2. Roding Primary School is a Local Authority Maintained school so use the London Borough of Redbridge Local code of conduct for school absence'
- 8.1.3. The national threshold has been met when a pupil has been recorded as absent for 10 sessions (usually equivalent to 5 school days) within 10 school weeks, with one of, or a combination of the following codes:
  - 8.1.3.1. **code G** (the pupil is absent without leave for the purpose of a holiday),
  - 8.1.3.2. **code N** (the circumstances of the pupil's absence have not yet been
  - 8.1.3.3. established),
  - 8.1.3.4. **code O** (none of the other rows of Table 3 in regulation 10(3) of the School Attendance (Pupil Registration) (England) Regulations 2024 applies)
  - 8.1.3.5. **code U** (the pupil attended after the taking of the register ended but before the end of the session, where no other code applies)
- 8.1.4. If in an individual case the local authority (or other authorised officer) believes a penalty notice would be appropriate, they retain the discretion to issue one before the threshold is met. This might apply for example, where parents are deliberately avoiding the national threshold by taking several term time holidays below threshold, or for repeated absence for birthdays or other family events
- 8.1.5. If the national threshold is met for a third time (or subsequent times) within 3 years, families may be referred to the Legal Intervention Panel. The panel is represented by the Local Authority Education Welfare Service, Legal Intervention Officer and an Early

Help representative. Interventions such as a CAF, Parenting Order, Education Supervision Order and Prosecution will be considered at this time.

## **9. Persistent Absenteeism (PA)**

- 9.1.** A child becomes a 'persistent absentee' when they miss 10% or more schooling across the school year **for whatever reason**. Or 90% or under. Absence at this level is doing considerable damage to any child's educational prospects and we need parents' fullest support and co-operation to tackle this.
- 9.2.** PA children are tracked and monitored carefully and are also automatically made known to the Educational Welfare Service (EWS)

## **10. Children with health needs who cannot attend school**

- 10.1.** If a child has been deemed not well enough to attend school the following Local Authority policies/procedures will be followed:

Medical Referral to the Redbridge Inclusion Panel

Protocol and Guide for schools on use of part time timetables LBR v.1 2018

This will enable a decision to be made as to how best to provide education to the child through various options such as home tuition or part-time school attendance.

## **11. Punctuality**

- 11.1.** Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage absence.

### **11.2. How we Manage Lateness**

- 11.2.1.** Children are encouraged to arrive at school at 8:30am. The school day starts at **8:40 am** with a class register and we expect your child to be in their registration class at that time.
- 11.2.2.** Students who arrive to school after **8.45** are late. They must sign in at the main reception.
- 11.2.3.** If your child has a persistent late record we will contact you. If you are experiencing difficulties in getting your child to school on time please contact their teacher.
- 11.2.4.** If your child has 7 unauthorised lates in one half term we will consider serving a Penalty Notice.
- 11.2.5.** We are aware that sometimes there are issues with public transport which results in a number of students being late. We will take this into account when issuing sanctions for lateness.

## **12. Exceptional Circumstances/Requests for Leave of Absence**

- 12.1.** The government stated that schools should not authorise leave of absence unless there are exceptional circumstances. Therefore, there is **no** automatic entitlement in law to taking time off during term time. If you request a leave of absence for an exceptional circumstance, you must make this in writing at least one week in advance. We will request evidence, eg; flight bookings, etc. which will inform our decision. You will receive a reply from the school which will state whether the leave will be authorised or unauthorised and if Penalty Notices are to be requested.

12.2. Please note; retrospective leave of absence requests will never be authorised.

### 13. Religious Observance

13.1. Roding School has adopted the London Borough of Redbridge Attendance Strategy which recommends that a maximum of 3 days per academic year **MAY** be authorised for days set aside for religious observance. All requests for absence for religious observance must be made in writing.

**PLEASE NOTE** – Absence for religious observance **will** affect your child's overall attendance percentage.

### 14. Children Missing in Education

14.1. No child should be removed from the school roll without consultation between the Head Teacher, and the Local Authority, when appropriate.

14.2. Where a child is missing from education, Local Authority guidance will be followed.

### 15. Summary

15.1. The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty, in law, to make sure that their children attend.

15.2. Where we have concerns regarding a child's attendance and their welfare, safeguarding procedures may be followed.

### 16. Useful Contacts

16.1. <https://www.redbridge.gov.uk/schools/school-attendance-and-educational-welfare-services/>

16.2. <https://educationhub.blog.gov.uk/2024/01/03/improving-school-attendance/>

16.3. [https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working\\_together\\_to\\_improve\\_school\\_attendance\\_-\\_August\\_2024.pdf](https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance_-_August_2024.pdf)