

Roding Primary School



with Provision for Deaf Children

Attendance Policy

Ratified by Committee:	Teaching and Learning
Adopted by Full Governing Body:	Spring Term 2023
Next review due by:	Spring Term 2024

Our aim is to be a school where everyone feels safe, works hard and has fun. All our policies support our ethos and stakeholders will be challenged if they fail to adhere to a policy and supported to be able to do so.

Roding Primary School and Nursery, with Provision for Deaf Children, is committed to the positive emotional wellbeing and mental health of all of our community members. This policy should be read in conjunction with the Emotional Wellbeing and Mental Health Policy.

Attendance Policy

1. Statement of Intent

- 1.1. Roding School is committed to the continuous raising of achievement of all our pupils.
- 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.
- 1.3. 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.
- 1.4. It is very important therefore, that you make sure that your child attends regularly.

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. Understanding Types of Absence

- 3.1. 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.
- 3.2. Authorised absences are time missing from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.
- 3.3. Unauthorised absences are those which the school does not consider reasonable:
 - 3.3.1. parents/carers keeping children off school unnecessarily, ie. For minor illness such as cough, snuffle, hay fever, etc.
 - 3.3.2. truancy before or during the school day.
 - 3.3.3. absences which have never been properly explained.

- 3.3.4. children who arrive at school after registers have closed.
- 3.3.5. shopping, looking after other children or birthdays.
- 3.3.6. inadequate clothing/uniform.
- 3.3.7. absence if a sibling or a parent is ill.
- 3.3.8. day trips and holidays in term time.
- 3.4. Dentist and doctor's appointments should, ideally, be made outside of school hours.
- 3.5. 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.
- 3.6. If your child is reluctant to attend school, please contact your child's class teacher who will be able to offer support.

4. Motivation and Rewards

- 4.1. We believe that it is important to recognise and celebrate good attendance. We do this in a number of ways:
 - 4.1.1. Weekly update in school newsletter by class
 - 4.1.2. Attendance certificates in assembly
 - 4.1.3. Non uniform days for classes who have achieved a sustained period of full attendance

5. Absence Procedures

5.1. If your child is absent you must:

- 5.1.1. 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.rodning@redbridge.gov.uk.
- 5.1.2. Parental notes and medical evidence must be handed in to the **office** in the morning
- 5.1.3. 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.

5.2. If your child is absent we will:

- 5.2.1. Telephone or send you a message via ParentHub 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.
- 5.2.2. Attempt to contact emergency contacts listed if we have not heard from you on the second day of absence. In some cases, we may do this on the first day of absence.
- 5.2.3. 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.
- 5.2.4. Inform you when your child's attendance drops below 95%.
- 5.2.5. Communicate with you when your child's attendance drops below 93%. Further interventions may be implemented to support improving your child's attendance.
- 5.2.6. 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.
- 5.2.7. 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.
- 5.2.8. If we have ongoing concern, set up an action plan which will include attendance targets and review this with you regularly

5.2.9. 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.

5.2.10. Medical evidence is required for absences either side of school holiday's absence will not be authorised without this.

6. Persistent Absenteeism (PA)

6.1. 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.

6.2. PA children are tracked and monitored carefully and are also automatically made known to the Educational Welfare Service (EWS)

7. Children with health needs who cannot attend school

7.1. 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.

8. Punctuality

8.1. 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.

8.2. How we Manage Lateness

8.2.1. Children can arrive at school from 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.

8.2.2. Students who arrive to school after **8.45** are late. They must sign in at the main reception.

8.2.3. 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.

8.2.4. If your child has 7 unauthorised lates in one half term we will consider serving a Penalty Notice.

8.2.5. 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.

9. Exceptional Circumstances/Requests for Leave of Absence

9.1. There is **no** automatic entitlement in law to taking time off during term time.

9.2. Roding School has adopted the London Borough of Redbridge Attendance Strategy which recommends that leave of absence is not authorised, unless in the most exceptional of circumstances.

9.3. 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.

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

10. Religious Observance

10.1. 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.

11. Children Missing in Education

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

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

12. Summary

12.1. 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.

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

13. Useful Contacts

<https://www.redbridge.gov.uk/media/9617/attendance-strategy-september-2021.pdf>