



## Attendance, Absence & Punctuality

### Attendance

At Roding Primary School, we want to ensure that we work with you so your child regularly attends school and gets the most out of their education. Research shows that there is a strong correlation between poor attendance and poor progress at school. Ultimately this impacts on work/life opportunities and overall educational success. As a result, the government's aim is for all children to attend school for at least 96% of the time in order to get the most out of their education.

I must inform you that, under Section 444 of the Education Act 1996, it is the responsibility of the parent(s)/carer(s) to ensure that their child(ren) attend school regularly and punctually. Failure to do this may result in the Local Education Authority commencing legal proceedings against the parent(s)/carer(s). This is something we wish to avoid so the school will work to support you.

Attendance is monitored and letters sent out regularly to inform parents of their child's current attendance and to highlight any concerns.

### Sickness Absence

We of course recognise that children are sometimes too ill to attend school. You **must** call the school on each day of absence if your child is unwell, **as well as** send in an email or a written note. We need this evidence to keep a record of your child's absence. Without **written** notification of the reason, absence may be recorded as unauthorised. For sickness absence of 5 or more days, medical evidence (e.g. photocopy of prescription or medication bottle or a note from a doctor) **is required**. If a child is persistently absent from school, the school may request evidence for all absences.

### Medical/Dental Appointments

Please try to arrange appointments out of school time if possible. Where a medical appointment during the school day is unavoidable, please inform us in advance and provide a copy of the letter or appointment card. Unless we have the relevant evidence, absence will be marked as unauthorised. If a child has an appointment for half of the school day, we would still expect children to attend school for part of the school day where possible. Children who are on antibiotics can still attend school if they are well enough. Please speak to the school office if you would like more information.

## **Leave of Absence**

The DfE (2013) state that leave of absence requests for holidays should not be granted. The school will only grant leave in term time in the most exceptional circumstances for which evidence will be requested. Request for leave during term time must be applied for in advance. You can obtain a Leave of Absence form from the school reception.

Leave taken without the permission of the Head Teacher will be recorded as unauthorised and you may be liable to a Penalty Notice fine of £120 per parent, per child. The fines will be issued by Redbridge Education Welfare Service.

## **Punctuality**

The school opens at 8:30am, and children can come in from this time. They should **be in class and ready to learn** by the time the bell goes at **8:40am**.

Children who arrive after 8:45 must register at the late desk regardless of the reason they are late. This is for safeguarding reasons – if your child misses the class register there is no other record that they are in school, and this would have serious implications were an emergency evacuation needed.

Please note that persistent or extreme lateness counts as unauthorised absence, and this will come to the notice of the Education Welfare Officer, who may ultimately issue a fine.

## **Collecting Children**

The school day ends at 3.10pm and you should ensure you have made adequate arrangements for your children to be collected at the correct time.

Parents who are repeatedly very late collecting their children may come to the attention of Redbridge Children's Services. Redbridge Borough guidelines state: "In these circumstances Children's Services can treat the matter under Child Protection Procedures as a potential issue of abandonment/neglect."

If you require any support with improving your child's attendance or punctuality, please contact the school office. Ms Nwankiti, who leads on school attendance will be happy to speak with you.

<b>95%</b>	<b>=</b>	<b>47 LESSONS MISSED EACH YEAR</b> <b>8 days in total or 1 week and 3 days</b>
<b>90%</b>	<b>=</b>	<b>95 LESSONS MISSED EACH YEAR</b> <b>16 days in total or 3 weeks and 1 day</b>
<b>85%</b>	<b>=</b>	<b>142 LESSONS MISSED EACH YEAR</b> <b>24 days in total or 4 weeks and 4 days</b>
<b>80%</b>	<b>=</b>	<b>190 LESSONS MISSED EACH YEAR</b> <b>32 days in total or 6 weeks and 2 days</b>