

# North Ealing Primary School



## Attendance Policy

Committee with oversight for this policy – Curriculum	
Policy to be approved by the Curriculum Committee	
Policy last reviewed by the Curriculum Committee	16 Nov 2016
Policy last ratified and adopted by Full Governing Body	N/A
Policy / Document due for review	Nov 2017

North Ealing Primary School  
Attendance Policy

## “Every day counts and Every Child Matters!”

This policy applies to all children registered at North Ealing. It is available to all parent/carers on our website and by hard copy on request.

### As a school we aim to:

- Maintain an attendance rate of 97.1%\* and above.
- Increase parents’ and pupils’ awareness of the importance of regular attendance.
- Ensure all children are given the maximum potential to achieve by attending school regularly.
- Ensure that our policy applies to Nursery and Reception aged children in order to promote good habits at an early age.
- Keep all children safe and healthy by monitoring attendance rates.
- Work in partnership with parents/carers to improve attendance.
- Recognise the key role of all staff, but especially class teachers, in promoting good attendance.

*\*This target rate is subject to change each academic year*

### Good attendance is important because:

- Statistics show a direct link between under-achievement and poor attendance.
- Regular attenders make better progress, both socially and academically.
- Regular attenders find school routines, school work and friendships easier to cope with.
- Regular attenders find learning more enjoyable and satisfying.
- Regular attenders settle into High School more easily.

### Parents/Carers should:

- Ensure your child attends school regularly. Absence should only happen when your child is significantly ill, there should be a symptom, feeling ‘unwell’ is not enough.
- Telephone, email or text on the first morning of any absence by 8.30am informing us of the reason; ‘ill/unwell’ is not sufficient.
- Continue to contact the **school daily** when your child is absent.
- Make all non-emergency medical appointments out of school hours or during school holidays. Provide evidence of these appointments and notify the school not less than 24 hours in advance.
- Provide medical evidence where the illness/absence is frequent or prolonged.
- Ensure we have your current contact numbers; this includes all telephone numbers, child minders and emergency contact details.

## **Reporting an Absence**

**All** absences must be reported to the school office by 8.30am on each morning of your child's absence. It is not sufficient to inform the class teacher. All year groups including Nursery must follow these procedures. Please telephone the school office on: 0208 997 2653 and leave a message on the absence line and state the full reason for absence. You can also email the school office at [admin@northealing.ealing.sch.uk](mailto:admin@northealing.ealing.sch.uk). You can report an absence in person at the school office by completing a blue record of absence slip. You can also text the school office using the School Comms application.

## **Walk to School**

A walk to school register will be kept for Year 5 and 6 children. Parents should advise the school if their children are travelling to school alone, in writing. We do not permit Year 5 and 6 children to bring younger siblings to school or take home. All listed contacts will be phoned if no reason is obtained for a walk to school child by 10AM.

## **The school will:**

- Follow up unexplained absence by phone call, email, text message and letters as necessary.
- Follow up unexplained absences of children on the walk to School Register by telephone on the first day of absence no later than 10.00am.
- Telephone all listed contacts on a pupil's records if the number one contact is unobtainable.
- If a satisfactory reason cannot be obtained for a 'walk to school' child by 11am the school will notify the Local Authority Attendance Officer.
- Remind parents/carers of the importance of regular attendance and punctuality via newsletters and the school website.
- Publish each child's attendance rate on her/his annual school report (Nursery - Y6).
- Inform parents if we have concerns regarding their child's attendance and punctuality. Children with 90% attendance or less, whatever the reason for the absence, are classified as persistent absentees.
- Meet half termly with the Local Authority School Attendance Officer

**We shall make an immediate referral to the Local Authority Attendance Officer if attendance drops below 90%. We may also discuss concerns with the LA Attendance Officer when attendance drops below 95%.**

## **Authorised Absence**

Some absences are allowed by law and are known as "authorised absences". For example: if a child is ill, for family bereavement or for religious observance\*.

*\*Please use the 'Special Leave form' to inform us about these events.*

## **Unauthorised Absence**

Where there is no explanation for an absence or where the reason for the absence is considered unsatisfactory the school will not be able to authorise the absences. These are known as "unauthorised absences"

A child's unauthorised absences are an offence for the parent. Examples of unauthorised absence are:

- Going shopping
- Waiting for a delivery
- Because it is your child's birthday
- Going for a family day out
- Having a birthday
- Sleeping in after a late night
- Holidays
- Attending parental appointments

Unauthorised Absences have to be reported to the Local Authority. The School Attendance Service inspects our registers and may contact you and consider taking legal action against you if your child has unauthorised absences. **Unauthorised absence could result in a Fixed Penalty Fine or other legal action.**

### **SEN**

Identified pupils with specific medical, therapy or Special Educational needs, who have a high level of absence, will be supported by the following strategies:

- Weekly monitoring of attendance and absence
- Recording absence as authorised
- Working with the Local Authority to record such absences as authorised to reflect attendance as good as can be expected for these pupils and the school
- Provide home visits where appropriate
- Recognize that some pupils are not 'available for learning' and work with the LA and other agencies to allocate appropriate provision which may not be within our school

### **Leave of Absence in Term Time**

In line with latest Government guidelines we no longer authorise leave in term time other than for exceptional (and documented) circumstances.

If you wish to apply for special leave you will need to complete a form available in the school office. The Headteacher may ask to meet with you to discuss your arrangements.

You may be asked to produce evidence of any absence taken attached to a school holiday. The evidence should be in English or translated. Without sufficient evidence North Ealing reserve the right to unauthorise this time.

**PLEASE NOTE THAT ABSENCE TAKEN WHICH HAS NOT BEEN AUTHORISED COULD BE LIABLE FOR A FIXED PENALTY FINE BY THE LOCAL AUTHORITY AND THAT EXTENDED ABSENCES WITHOUT PERMISSION MAY PUT YOUR CHILD'S PLACE AT NORTH EALING PRIMARY SCHOOL AT RISK.**

### **Children Missing Education**

In accordance with the DFE Children Missing Education Statutory Guidelines 2016:

Schools must monitor pupils' attendance through their daily register. Schools should agree with their local authority the intervals at which they will inform local authorities of the details of pupils who fail to attend regularly, or have

missed ten school days or more without permission. Schools should monitor attendance closely and address poor or irregular attendance. It is important that pupils' poor attendance is referred to the local authority.

Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register after making 'reasonable enquiries', to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

Monitoring attendance is an essential part of safeguarding children at North Ealing. In accordance with the Child Protection Policy 2017, we shall notify Social Care if there is an unexplained absence of more than two days of a pupil who is on the child protection register.

### **Punctuality**

It is important to be on time as the first part of the school day is used to give out instructions or organise schoolwork for the rest of the day.

### **School Times**

<b>Nursery Classes:</b>  Morning: 8.45 - 11.45am  Afternoon: 12.15 - 3.15pm.  <b>Reception:</b> - 8.50 am - 3.10pm.	<b>Key Stage 1 and Key stage 2:</b> (Y1 - Y6) 8.55am - 3.15pm*  *Children are asked to line up at 8.50am  <b>Late slips will be issued after 8.55am</b>
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Children should not be left in the playground before 8.40am as no adult will be on duty before this time.

**Morning registration is at 8.55am. This is the time the children must be in the line in the playground. You need to ensure your child is coming through the school gates by 8.45am at the latest.**

**The register will be taken promptly at 8.55am and the school day will start on time.**

**Late arrivals are disruptive to the whole class and often embarrassing for your child. We take the view there are no late children, only late parents.**

### **Late Arrivals**

From 8.55am the pedestrian gates will be staffed by a member of Senior Management - any pupil who is late will be given a late slip which they must present to the school office. *Children that are not in class on time for the register will be marked late, even if they have entered the school gates before 8.55am.*

**All gates will be closed at 9.00am.**

Families of children who receive more than 3 late marks per half term will receive an email. Persistent lateness will be referred to the Local Authority Attendance Officer. A meeting may also be arranged with the relevant Key Stage Deputy Headteacher.

### **Collection from School**

Please collect your child promptly at the end of the school day or from any after school activity. Where late collection is persistent and/or significantly late, the school is obliged to take any uncollected pupil to a place of safety i.e. the local police station. We will share concerns with other agencies including the Ealing Children's Integrated Response Service (formally Social Services). If you are running late or unavoidably obtained, please keep the school office informed.

### **Pick Up Arrangements**

Please inform the class teacher at the start of the school day if there are any changes to your regular pick up arrangements, this can be done verbally or written directly into your child/ren's contact book.

Please only contact the school office if your arrangements have been changed in an emergency. This minimises the disruption caused to the children's learning as all new arrangements have to be telephoned through to the class.

### **Leavers**

If your child is leaving our school (other than to go to High School) parents are asked to:

- Complete a Leavers Form (which can be obtained from the school office). This asks for comprehensive information about new school details, address details and a leaving date.

When pupils leave and we do not have information about where they have gone, then your child is considered to be a 'Child Missing Education.' This means that the Local Authority has a legal duty to carry out investigations, which will include liaising with Ealing Children's Integrated Response Service, the Police and other services to try and locate your child.

By giving us the above information, these investigations can be avoided.

### **Legal Note**

Parents have a legal duty to ensure the regular and full time attendance at school of registered pupils (Education Act 1996). This policy is based on the law and on Best Practice guidance produced by the DFE (Department for Education) and the Local Authority. The School Attendance Service aims to work with schools and families to promote good attendance and avoid legal action. However in some cases, parents are prosecuted (taken to court) or have to pay a Fixed Penalty (fine) if these absences continue.

We value your support in helping us to maintain the high standards to which we always aspire.

**"Every day counts and Every Child Matters!"**