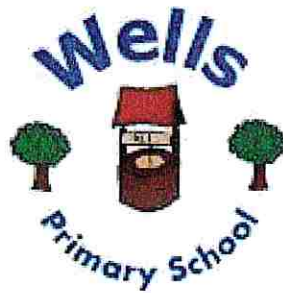


# Wells Primary School




**To be read in conjunction with Redbridge  
Children's Services' Attendance Strategy**

**Date adopted by Governing Body: October 2013**

**Last reviewed: October 2023**

**Next Review: October 2025**

Signed  (Teaching & Learning Chair)

## **Aims and Objectives**

The staff and Governors at Wells Primary School strongly believe that regular attendance and punctuality are integral to pupils' success at school. This supports the law which states that all children of compulsory school age must receive an efficient full-time education.

We believe that for our pupils to achieve a high standard of academic and social success in school they need to attend on a regular basis. We also believe that the ethos established at an early age will instil in pupils good habits for later life. We aim to work closely with our families and outside support agencies in order that our policy is successful. The school follows the recommendations and guidance of the Redbridge Attendance Strategy and the DfE Guidance *Working together to improve school attendance*

Parents and Carers are responsible for ensuring that children attend school regularly and on time. Arriving late at school hampers children's learning and progress and prevents those children and their class mates from settling into work at the start of the day. The DfE and Local Authority view lateness in the same light as absence.

## **The School Day**

**The school day starts at 8.30am.** Children may go into classes from 8.20am when the school gates open and registers will be taken promptly at 8.35am. Children will be marked as late if they miss the register taken in class. Registers will close at 8.40am from when children will be marked as absent.

**Children who arrive late must go to the front entrance and sign in on the school inventory system.**

**The school day finishes at 3pm.**

## **School Personnel:**

**Attendance Officer:**

**Senior Leader Responsible for Attendance:**

**Designated Safeguarding Lead:**

**Education Welfare Officer:**

**Mrs Poulson**

**Ms Franklin (HT)**

**Mrs Keel (Deputy HT)**

**Farah Chaudhry**

## Roles

### Families are expected to:

- Ensure their child attends school every day the school is open, except when a statutory reason applies.
- Notify the school of any unexpected absence on the first day of that absence.
- To confirm in writing the reason for the absence on the pupil's return to school.
- To keep in close contact with the school if a pupil is on extended leave due to ill health.
- Only request leave of absence in exceptional circumstances and complete the request form in advance.
- Not take holidays during term time.
- Book medical appointments around the school day wherever possible.
- Ensure pupils arrive at school promptly each day.

### The role of the class teacher:

- To register pupils punctually each morning.
- To know which pupils have poor attendance and to look for any trends in non-attendance – e.g. PE days.
- To encourage good attendance by providing a welcoming environment and building positive relationships with children and families.
- To liaise with the school's Attendance Officer and the Head Teacher when there are concerns regarding attendance or punctuality.
- To join the Attendance Officer, Head teacher and Educational Welfare Officer to discuss the impact of low attendance where appropriate.

### The role of the Attendance Officer:

- To contact all families who fail to notify the school of their child's absence on the first day of absence and every day thereafter; this includes the families of Nursery pupils.
- To keep a record of each pupil who arrives late and the reason noted.
- To notify the EWO/head teacher of any concerns.
- To liaise closely with the school EWO and contact EWO where there are significant on-going concerns.
- To give weekly attendance data to the head teacher for monitoring purposes.
- To provide the head teacher with weekly monitoring reports of any children who are persistent absentees.
- To notify the Designated Safeguarding Lead of absences of vulnerable pupils.
- To provide half termly attendance lists to all class teachers for monitoring purposes.
- To liaise with families alerting them to any concerns about attendance.
- To send out 'at risk' letters to families when children's attendance falls below 93%.

- To send out letters to families when children have been persistently late.
- To closely monitor and follow up significant absences with the EWO.
- To ensure that all registers are electronically recorded and are available for the EWO and for use in Child Protection cases.
- To send in regular records of attendance to the Local Authority.

#### **The role of the Governing Body**

- To make attendance and punctuality a school priority.
- To approve subscription to the Educational Welfare Service.
- To review the policy every two years.
- To receive termly attendance reports from the head teacher at Governors' meetings.
- To set and monitor challenging targets for school attendance for each term.

#### **The role of the Head teacher**

- To develop and maintain a whole-school culture that promotes the benefits of good attendance.
- To inform families at school induction meetings, on the web-site, and in newsletters of the importance of regular, punctual attendance.
- To inform families of the school policies surrounding attendance and to apply the policy consistently and equitably.
- To liaise closely with class teachers, the SENDco, the DSL, Attendance Officer and EWO where there are concerns about attendance.
- To ensure that school procedures follow the guidance in the Redbridge Children's Services' Attendance Strategy.
- To ensure that staff are available from 8.00am to take telephone messages.
- To work closely with families to improve attendance, especially those of persistent absentees and those at risk of falling into the category.

**The head teacher will only consider authorising an absence during term time where an application has been made in advance and where he/she is satisfied that there are exceptional or special circumstances to justify the request.**

#### **Leave of absence for holidays will not be granted.**

- A pupil may be at risk of losing his/her place for an extended unauthorised absence during term time.
- In line with the Redbridge Attendance Strategy, a **penalty notice of £60 per child per parent** may be imposed for taking unauthorised absence (e.g. for a holiday) without permission during term time.
- A penalty notice may be imposed if a child has frequent unauthorised absences.
- A penalty notice may be imposed where a child is persistently late for school.
- Fines will be imposed fairly and equitably to all

## **Pupils at risk of becoming persistently absent**

**To prevent children from becoming persistently absent, the school will:**

- Proactively use data to monitor pupils at risk of poor attendance.
- Identify all pupils each week whose attendance falls below 93% for monitoring.
- Notify parents and carers that their child is at risk of becoming a persistent absentee.
- Work with each pupil and their family to understand and address the reasons for absence.
- Provide support in school where appropriate, or signpost families to other agencies where there are out of school barriers.

## **Persistently absent pupils**

**Where pupils are persistently absent the school will:**

- Proactively use data to monitor pupils with poor attendance.
- Identify all pupils with attendance below 90%. Where there are not exceptional circumstances and/or attendance is not improving, a meeting with the head teacher, EWO and family will be arranged.
- Work with each pupil and their family to understand and address the reasons for absence.
- Provide support in school where appropriate or signpost families to other agencies where there are out of school barriers. Consider implementing a CAF.
- As a last resort and where other strategies have not worked, work with the local authority on legal intervention where there is lack of engagement with parents and carers.
- Inform children's social care about poor attendance where there are safeguarding concerns.
- Work with the schools of siblings where there are family attendance concerns.

## **Support for pupils with medical conditions or additional needs**

We are aware that for some children, medical conditions or additional needs may make it difficult for them to attend school at every opportunity. In these circumstances, we will deal sensitively with families to support children's attendance.

**The school will:**

- Work with parents and carers to encourage attendance wherever possible.
- Make adaptations that will facilitate attendance. Children with difficulties coming into school may be met by an adult for settling in time, or have time with the Poppy, the school dog, for example.

- Make appropriate referrals to wider services to support pupils in maintaining good attendance.
- Ensure that children who miss school for medical reasons or SEND needs are given appropriate support when they are in school/come back to school so that they feel welcome and included. They will be given academic support to avoid anxiety about missed learning.
- Consider whether an EHCP is required or whether an existing EHCP needs to be amended.

## **Support for pupils with a social worker**

### **The school will:**

- Work with parents and carers to maintain the same ambition for attendance and to encourage attendance wherever possible.
- Work closely with the child to remove any barriers to good attendance.
- Inform a child's social worker where there are unexplained absences.
- Monitor attendance closely and provide reports for PEP and LAC meetings, and CIN or CP meetings.

## **Rewards and Incentives for Regular Attendance**

- Weekly recognition – during the Achievement Assembly, the three classes with the highest attendance are acknowledged for high attendance. The winning class is rewarded by receiving the weekly Attendance Cup. (Adapted targets would be made for a class with a child who was unable to be at school for medical reasons).
- Certificates and awards are given to individual pupils for excellent or improved attendance in the weekly Achievement Assemblies.

## **Monitoring and Review**

This policy will be reviewed on a two yearly cycle and should be read in conjunction with the Redbridge Attendance Strategy.