



# Attendance Policy

September 2022

## **Introduction**

At West Grove Primary School we believe that regular school attendance is the key to enabling children to maximise their education. As set out in this policy the school is committed to working with families to identify, support and resolve attendance issues. Our attendance policy runs through all aspects of school development and is complimented by our behaviour and safeguarding policies.

*Our whole school attendance target is 98%*

## **Aims of the policy**

- To safeguard all children and promote their welfare
- To provide every child with full access to the educational opportunities they deserve
- To communicate our expectations with the school community and support families

## **Communication**

The school's expectations with regard to attendance are communicated in a range of ways;

- Parents are advised of the school's expectations during the induction meetings for new children
- Parents are reminded regularly in newsletters of the importance of good attendance
- Classes with excellent attendance are highlighted and celebrated in school assemblies
- Parents will be informed of their child's level of attendance at each parent consultation meeting
- Attendance figures will be included with the child's annual progress report
- Attendance figures are reported termly to the governors in the Head's Report
- The Headteacher or Assistant Headteacher for Inclusion hold attendance meetings with parents

## **Procedures**

The school registers are closed at 9.10am each morning. Children who have not arrived by the end of registration are marked absent. Parents should ring or email school by 9.10am on every day of absence, to notify us that their child will not be in. The school will then authorise absences that are due to sickness. If no contact is received by 9.30am the attendance office will call to find out why your child is not in.

**Attendance phone:** 020 8351 9200 select option 1

**Attendance email:** [attendance@westgrove.enfield.sch.uk](mailto:attendance@westgrove.enfield.sch.uk)

Latecomers report to the school office on arrival. The child will be given a 'late after register closed' mark. If the school has been informed that the child will arrive late due to a medical/dental appointment, and evidence has been provided, then an 'M' attendance mark will be given on arrival.

A child's absence will be recorded as unauthorised if no satisfactory explanation is given for absence, or if the school considers the information received from a parent is not an acceptable reason for absence.

## **Attendance Monitoring**

Attendance is monitored half-termly and parents will be informed of their child's attendance should it fall below 95% as they are at risk of persistent absence. Parents may be invited to attend an attendance meeting when a child's absence is unexplained or when a child's attendance drops below 90%.

Children with attendance at 90% or lower are described as persistent absentees, in line with government guidance, and are marked for further monitoring or action due to the link between attendance and attainment. Long term medical conditions are monitored with evidence (either a letter from a consultant doctor or photocopy of medical prescriptions) where appropriate.

Where a pattern of persistent absence arises and does not improve despite the school's involvement, the Education Welfare Service will be contacted for advice. Our number one priority is to support families with attendance issues and find solutions in partnership with you.

### **Term Time Absence**

Absence requests in term time are not a right for parents. Parents planning to take children out of school in term time are required to complete a request form which needs to be approved by the Headteacher. This request is at the Headteacher's discretion and will be considered alongside regular attendance patterns over the past year before a decision is given to the parents.

Only in exceptional circumstances will term time absence be agreed. In such cases, consideration will also be given to cultural needs and family circumstances, such as minority ethnic children returning to their country of origin. In these cases, granting leave may be considered justified.

### **Punctuality**

The school day starts at 9.00am and we expect all children to be in the playground by 8.55 ready to go into class when the bell rings. At 9.10am the registers will be officially closed. In accordance with the regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence for this session. This will contribute to your child's attendance record and could lead to a persistent absence review.

Where lateness becomes an issue, the class teacher will discuss the matter with the parents and this will be monitored and a record kept. If lateness remains an issue, the Assistant Head for Inclusion will arrange a meeting to discuss the matter with parents.

### **Children Missing in Education**

The school has the responsibility for notifying the local authority of those students that are potentially missing in education. This occurs where children have been absent from school for 10 days, the absence has not been authorised and measures taken by the school to contact the family have not been successful. For children subject to a Child Protection Plan the local authority will be contacted sooner, to alert them and seek guidance on next steps.

### **Supporting Documentation**

[Working Together to Improve School Attendance](#)

[Parental Responsibility Measures](#)

### **Staff Responsible**

Sophie Yaseen – Headteacher

Yzelle Casey – Assistant Head for Inclusion

Deepa Rathnayaka – Attendance Officer

Liz Fish – Attendance Governor

*A copy of this guidance is available to all staff and parents and is published on the school website. Parents will be made aware of this policy when their child is admitted to this school. This policy is reviewed every two years by the Governors.*