



# Attendance Policy

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# Barley Lane Primary School

## Attendance Policy

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We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school
- We will also promote and support punctuality in attending lessons.

We believe that there is a direct connection between a child's wellbeing, attendance and their academic achievement. It is a legal requirement for your child to attend school regularly and on time.

### **1. Known Absence**

**If you know in advance that your child is going to be absent** e.g. a medical appointment, please notify the school office in advance write to the class teacher **BEFORE** the event. You are required to provide a copy of the appointment letter/card/text or email to support your child's absence. Any appointments during the school day will require your child to attend either before or after the appointment (where possible). Every effort should be made to make any appointments out of school hours. If your child is required to sit 11+ entrance exams outside of Redbridge then permission should be requested in advance to the Head Teacher. If granted, evidence of attendance should be submitted to support the absence. It is expected that your child should attend school before or after the exam where possible. Children should not be absent from school for revision purposes.

**If your child is unwell** and cannot attend school, please ring the school office Tel: 020 8590 8474 before 9.30 a.m. if your call is not answered please leave a message ensuring you speak clearly on the answerphone press option 1 to report the absence. Please ensure you tell us your child's name, class and reason for absence (please do not state unwell). and if possible state your child's expected return date. Symptoms of vomiting, Diarrhoea or temperature require your child to remain at home for 48 hours. If you do not inform us of your child's absence a call will be made to parents requesting an explanation for your child's absence. If we do not receive a reply a text message will be sent to you to contact the school and report the absence as above.

If your child is absent for 5 days or more or has low attendance you will be required to provide medical evidence to support their absence. This can be in the form of a GP appointment card, prescription or prescribed medication. If medical evidence cannot be produced a full written explanation for your child's absence should be submitted to the Attendance Officer.

## **2. Absences During Term Time**

Please be aware that **ANY** holiday requests during term time will not be authorised and recorded as an unauthorised absence and we strongly discourage removing children during term time. Should you need to take your child out of school during term time, you must notify the Headteacher preferably two weeks in advance **and this must be in writing. Absences during term time will only be authorised by the school for exceptional reasons.**

Barley Lane Primary school follow the Redbridge Attendance Strategy. The Local Authority will issue a Penalty Notice of £60 per child, per parent for unauthorised absences. Once received if not paid within 21 days, it increases to £120 thereafter. After 28 days of non- payment parents/carer may be referred to Redbridge Magistrates' Court.

Any extended unauthorised absences from school will be referred to the Redbridge Education Welfare Services (EWS) in some circumstances your child may be removed from the school roll. Parents will need to apply for a new school place. We are unable to guarantee that your child will be offered a place at Barley Lane.

If there are no spaces at Barley Lane your child will be offered the nearest school with places available.

## **3. Punctuality**

It is important that your child arrives on time for their school day; being late not only disrupts the class but can be unsettling for your child. School gates will open at 8.40am and children are welcomed into class from 8.45am. Children who arrive after 8.55am must report to the school office and sign in late.

The times of the school day are as follows:

8.45am Children are welcomed into class.

Nursery Morning Session: 8.45am to 11.45am

Nursery Afternoon Session: 12.30pm to 3.30pm

School Morning Session: Reception to Year 2 - 8.55am to 12.15pm  
(Reception lunch time starts at 11.30am)  
Year 3 to Year 6 – 8.55am to 12.25pm

School Afternoon Session: Reception to Year 2 – 1.15pm to 3.30pm  
Year 3 to Year 6 – 1.25pm to 3.30pm

All children should be in the playground by 8.50 am. Children should already be on the school grounds when the bell rings at 8.55am.

Please ring the school office when your child is going to be late and if your child has school dinners please advise office staff of their option.

After 8.55am all late arrivals should enter the school office via the main entrance in Huxley Drive. Please **do not** take your child to other doors. We are closing those doors on the bell and staff need to be in class to work with the children. Do not let your children come into the school grounds on their own if the bell has already gone. Make sure you know they have entered the school safely.

Your child will be required to sign in late in the school reception. You will be required to input your child's reason for arriving late and their lunch option (if arrival is before 9.25am). Arrival after 9.25am cannot guarantee your child will receive a lunch unless you have already pre ordered.

A text message will be sent to parents Informing them of their child's late arrival into school. If your child is late more than three times you will receive an email from the school. If the problem persists you will be contacted by a member of the senior team. The EWO will make ad-hoc visits to the school to monitor any late arrivals at the school gates in the morning.

Morning registers close at 9.25am and late arrival into school once registers are closed will be recorded as an unauthorised absence.

We aim to ensure that all children attend school every day and on time. The Attendance Officer, Mrs Kennedy, is responsible for monitoring lateness and absences. Should you experience attendance problems, please feel free to discuss the matter with the Attendance Officer who will be happy to try and support you and your child.

If the attendance for your child falls below 90% you may be contacted by the Attendance Officer. Children with attendance below 90% are considered to be persistently absent pupils and may be referred to the EWO (Education Welfare Officer).

Penalty Notices can be issued for a significant number of late arrivals (after 8.55am) into school. The Local Authority will issue a Penalty Notice of £60 per child, per parent for unauthorised lates. Once received if not paid within 21 days, it increases to £120. After 28 days of non- payment parents/carer may be referred to the Redbridge Magistrates' Court.

#### **4. Collection after school**

Please remember to collect your child promptly at 3.30pm. If you know you are going to be late collecting your child because of an unforeseen problem or emergency, please phone the school immediately to let us know – 020 8590 8474. Put this number in your mobile! We will then notify the class teacher who will bring your child to the main office at 3.40pm where they should be collected. It will recorded as a late collection. Parents who are persistently late collecting their child will be requested to meet with a member of senior staff.

## **5. Collection during the school day**

If you need to collect your child during the day please come to the main office. However, we strongly advise against collecting your child during lesson times.

If your child is attending an appointment, please let us have sight of the appointment card, text or letter.

Your child's details will be logged as to what time they left site so that in the event of an emergency we are aware they are not on site.

## **6. Religious Festivals**

A **maximum number of 3 days per school year** may be permitted. All requests must be made in advance to the Head Teacher.

## **7. Summary**

Your child's attendance at school is crucial to their learning. Children start their education as soon as they step inside the school and being late or absent can severely disrupt their learning. We therefore encourage you to ensure that your child is on time for school.

So please ensure you are fully on board with our policy, as your child embarks on their educational journey.

The Education Welfare Service will challenge irregular attendance and patterns of parentally condoned absences.

If you have any queries on the above please contact the Education Welfare Service, Lynton House, 255 – 259 High Road, Ilford, Essex IG1 1NN. Telephone number 020 8708 6020.