

Redbridge Primary School

Dream Big, Work Hard, Be Kind



Attendance Policy

Date Approved
September 2023

Next Review
Autumn 2027

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Aims

At Redbridge we believe that for our pupils to achieve a good standard of academic and social success they need to attend school on a regular basis. We also understand that we need to work closely with families and outside support agencies in order that our policy is successful. It is our aim that all children at Redbridge Primary achieve **at least 97% attendance**.

At RPS we use 'Every Day Matters' to encourage good attendance. Every time that the whole class are present, the class teacher will tick off a letter of the phrase 'EVERY DAY MATTERS' Once the class has ticked off each letter, the class are rewarded with a non-uniform day as a reward alongside dojo points. At the end of every term, pupils with 100% attendance for the whole term receive a certificate and badge which is celebrated in an attendance assembly.

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 will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 9.30am or as soon as practically possible (see also section 6).

Parents should call the school on 020 8551 7429 and follow the instructions for reporting an absence. They should continue to call and report a child's absence every morning for the duration of their illness.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. In those cases, the school may ask parents to provide medical evidence, such as a doctor's note, prescription,

appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. We will ask for supporting evidence for a sickness absence of more than 3 days.

If the school is not satisfied with the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Parents should make the school office aware of any medical or dental appointments that fall within school time. Proof of appointments may be requested at the school's discretion.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

Punctuality will be closely monitored by the attendance officer and the appropriate Learning Leader. For children who are continually late for school, a warning letter will be sent to families. If punctuality does not improve, a meeting will be scheduled by the Learning Leader to explore reasons for persistent lateness. This may also be followed up by a home visit should the situation not improve.

Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

For any unexplained absence, a phone call will be made to the family on the first morning of the absence. If there is no response from the family, a message will be left stating that the parents should contact the school.

Reporting to parents

A pupil's attendance will be reported to parents formally in April for KS1 and KS2 pupils and for EYFS this will be reported in July as part of the annual report process. The attendance of all pupils is closely monitored throughout the school year and warning letters are issued to families of pupils whose attendance falls between 91-93% to explain that they are close to falling into the category of 'Persistent Absence'. Letters are also issued at Parent Consultation Meetings to families where a pupil's absence falls below 95% to remind them of the importance of good attendance.

Authorised and unauthorised absence

Granting approval for term-time absence

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'. Even in exceptional circumstances, we may only authorise up to 2 days' absence. We define 'exceptional circumstances' as bereavements or sudden serious illness involving close family members.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. We may authorise 1 day for each religious occasion up to a maximum of 2 days each year.

- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

We do not authorise leave of absence for family holidays or visits to relatives.

School Procedures

Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances.

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Pupils must arrive at school by 8.50am on each school day.

The register for the first session will be taken at 9.00am and will be kept open until 9.10am. The register for the second session will be kept open for 10 minutes after the start of the session.

Legal sanctions

LA can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £60 per parent within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority will decide whether to prosecute the parents or withdraw the notice.

Attendance monitoring

The attendance officer monitors pupil absences on a daily basis.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2). Parents are expected to call the school each day a child is ill.

If a pupil's absence goes above 3 days, we will contact the parents to discuss the reasons for this.

SCHOOL MONITORING ATTENDANCE PROCEDURES

IF A CHILD'S ATTENDANCE FALLS BELOW 95%

Step 1: Classteacher informally meets with parents to inform them that the school is concerned with the child's current attendance

Step 2 – Attendance Officer

The Attendance Officer will write to the parent(s) to inform them that their child(ren)'s attendance has fallen below 96%. If after contacting parents a pupil's absence continues to rise, we will consider involving an education welfare officer.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average.

Data concerning individual pupil's attendance is used to track specific pupils who may be a cause for concern and to look for any patterns or trends in absences e.g. within families

Step 3 – Meeting with the Deputy Headteacher and /or the Education Welfare Officer from the LA

If attendance does not improve the Deputy Headteacher will invite parent(s) to a meeting to discuss the situation and ways in which the school can support the family in getting the child(ren) to school every day.

Attendance targets of 90%+ will be set to show improvement over a set monitoring period. If the child(ren) continue to be absent (unauthorised) during the monitoring period and fail to reach 90%+ attendance, the Deputy Headteacher may refer the family to the Local Authority Attendance Officers/Team, and this may result in a penalty notice and/or prosecution. After the set monitoring period, attendance will still be carefully monitored, and referral could be made if required if either of the following applies:

- 8 unauthorised sessions over a term
- 90% and below mostly unauthorised over a longer period
- At least 3 consecutive school days unauthorised over a 4-week period due to term time leave.

Step 4 – Referral to Local Authority

See Appendices for model letters.

Roles and responsibilities

The governing body

The governing body is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance

- Holding the headteacher to account for the implementation of this policy

The Headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Building relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Kirstie Southall and can be contacted via Admin.Redbridgeprimary@redbridge.gov.uk

The Attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher/Deputy Headteacher (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officer is Mrs Razia Inayat and can be contacted via Admin.Redbridgeprimary@redbridge.gov.uk

Class Teachers

Class Teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information electronically to the school office.

Office staff

Office staff are expected to take calls from parents and listen to messages left about absence and record it on the school system.

Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8:45am on the day of the absence and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

3.8 Pupils

Pupils are expected to:

- Attend school every day on time

Appendix 1:



Head Teacher: Mrs Rachel Targett-Adams

Deputy Head Teacher: Mrs Kirstie Southall

Dear Families,

Re: Punctuality

We are writing to all families to emphasise the importance of being in school on time as there have been numerous incidents with some families routinely arriving at school late and collecting their children late.

School starts at 8.50am for KS2 and 8:45 -8:50am for Reception and KS1 every day. Children need to be onsite in the playground, ready to enter their classrooms at this time, you should not be walking through the gate at these times. It is vital that children arrive on time so that they can start their lessons promptly.

Children who arrive late are greatly disadvantaged as they miss vital information and introduction to lessons, this in turn disrupts the teacher and other pupils. We understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances. On these occasions, please make sure that you contact the school office to inform us when your child will arrive.

Punctuality will be closely monitored by the Attendance Officer and the appropriate Phase Lead. For children who are continually late for school, a warning letter will be sent to families. If punctuality does not improve, a meeting will be scheduled to explore reasons for persistent lateness. We are required to monitor children's punctuality and attendance. On-going lateness (after the class register has been taken) is classified as an unauthorised absence.

At the end of the day, KS1 children must be collected from their classes at 3.15pm and KS2 children from the playground by 3.20pm.

High levels of unauthorised absences or poor punctuality can result in a referral to the Educational Welfare Service, which have a duty to investigate further and could result in legal action being taken.

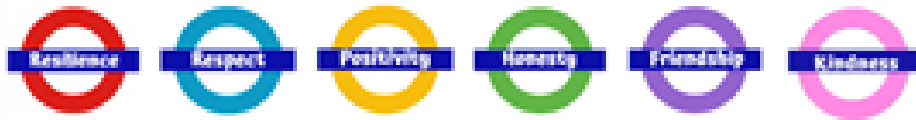
If you are experiencing difficulties with punctuality and would like to talk to us about it, please do not hesitate to contact us.

Kind Regards,

Mrs Kirstie Southall Attendance and Punctuality Lead/Deputy ~~Headteacher~~
Mrs Razia Inayat School Attendance Officer

Dream Big, Work Hard, Be Kind

| College Gardens, Redbridge, Ilford, Essex IG4 5HW | T: 020 8551 7429 |



Head Teacher: Mrs Rachel Targett-Adams
Deputy Head Teacher: Mrs Kirstie Southall

Date:

Dear Families,

RE:

I am writing to you regarding your child's attendance, which is currently **80%**

At Redbridge Primary School the importance of regular school attendance is paramount to children's learning, our aim is to ensure good attendance for all children. Our school attendance policy says that 97% attendance should be the minimum for a child.

We hope to work together to ensure that your child's attendance does not fall further. Whilst we would never advocate that your child comes to school when they are genuinely ill, we would encourage appointments that could be made outside of the school day to remain outside of school hours. When your child is off due to feeling unwell, we will require proof of medication/doctors cards etc.

Please also note that attendance level above is proportionate to the number of sessions that have been available to the children in school so far and, providing there is no more absence: this figure should go up as the year progresses.

We have to inform you that we will monitor attendance over the next half term and be in touch to arrange a meeting with you if attendance does fall further.

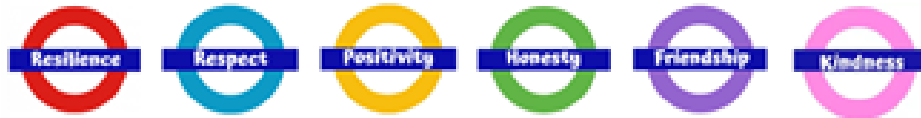
There are many reasons why children may have poor attendance. We value the working partnership we have with parents, therefore, if there are specific circumstances that have contributed to your child's attendance percentage that you feel we haven't considered please do not hesitate to contact me.

Yours Sincerely,

Mrs Inayat
Attendance & Welfare Officer

Dream Big, Work Hard, Be Kind

| College Gardens, Redbridge, Ilford, Essex IG4 5HW | T: 020 8551 7429 |



Head Teacher: Mrs Rachel Targett-Adams

Deputy Head Teacher: Mrs Kirstie Southall

Parent/Guardian of

|

Dear

Re: Name Class

I refer to your request for leave of absence for from..... (5 school days)

Redbridge Primary School has adopted the London Borough of Redbridge attendance strategy of zero tolerance to holiday during term time and leave of absence will only be authorised in the most exceptional circumstances.

Based on the circumstances of this request, if leave is taken, it will be recorded as days unauthorised absence. You may incur a fixed penalty fine from London Borough of Redbridge £120 per child, reducing to £60 per child if paid within 21 days.

Please note the school will require copies of your inbound and outbound flight booking confirmation, should you proceed with this leave request.

Extended leave may result in your child being removed from the school roll.

Yours Sincerely,



Mrs R Inayat
Attendance & Welfare Officer



REDBRIDGE PRIMARY SCHOOL

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Name of child	Date of Birth	Class
Full Address:		Telephone No:
Email:		
Proposed date of absence		
From:	To:	
Total number of missed school days		
Reasons for absence		
<p>Please attach or email inbound and outbound flight documents to:- admin.redbridgeprimary@redbridge.gov.uk</p>		

Sanctions for Unauthorised Leave of Absence without Permission

A Penalty Notice can be considered for unauthorised leave of absence taken without permission after the third day of absence. It will be issued by the EWS at the request of a Headteacher in accordance with the Local Authority Code of Conduct.

If issued, this will incur a fine of £60 per child, per parent, being imposed if paid within 21 days of receipt of the notice, rising to £120 per child, per parent thereafter to be paid by day 28. Subsequently, consideration will be given for the matter to be investigated by the Education Welfare Service and possible legal action. There is no statutory right of appeal against the issuing of a Penalty Notice. Arrangements for payment will be detailed on the penalty notice.

In cases where unauthorised leave of absence has been taken without permission, which exceeds 10 days or more, the school should advise the EWS will immediately in order that investigations can be implemented. The EWS will have a checklist of requirements before a pupil can be removed from the school roll. Procedures will be used in accordance with statutory instruments – The Education (Pupil Registration) (England) Regulations 2006 – No 1751.

“Children only get one chance at school and your child’s chances of a successful future may be affected by not attending school regularly”

There may be times when your child has to miss school because he or she is ill. This is to be expected and for the odd day off sick you should follow the school’s procedures for notifying illness. Any absence relating to illness of 5 days or more should be supported by medical evidence. Failure to report the reason for absence could result in an unauthorised absence being recorded. A penalty notice can be requested for 12 sessions of unauthorised absence within one half term.

Children may also have to attend a medical or dental appointment in school time. However, you should try to make routine appointments such as dental check-ups during the school holidays or after school hours.

Redbridge Council is committed to a policy of minimum unavoidable absence from school during term time. Redbridge Primary School follows this policy, and will only be prepared to consider granting absence from school for circumstances as defined in the list below as exceptional.

Exceptional Circumstances and Special considerations

1. Serious illness or death of a close relative. This category is very difficult to define and so any absence would be at the discretion of the Headteacher.
2. Sudden loss of housing through eviction or domestic violence, up to a maximum of 3 days.
3. Out of school programmes such as music, arts or sport will be considered on individual circumstances. Time off relating to Child Entertainment Performances, which is subject to a licence being issued by the Education Welfare Service will be considered on individual basis.
4. Religious Observance up to a maximum of 3 days per academic year.

SCHOOL USE ONLY

Number of days previously authorised this academic year

Number of days previously unauthorised this academic year

Absence authorised YES/NO

Reason for decision _____

Signed _____ Headteacher Date _____

Leavers Form

Notification of Statutory School Aged Young Person Believed Missing from Education

All sections must be appropriately completed

First Name	Last Name	Date of Birth	EHCP	Gender	Ethnicity	FSM	Social Care
Redbridge School							
Sibling(s) First Name	Last Name	Date of Birth	EHCP	Gender	Ethnicity	FSM	Social Care
			Y/N	M/F		Y/N	Y/N
			Y/N	M/F		Y/N	Y/N
			Y/N	M/F		Y/N	Y/N
			Y/N	M/F		Y/N	Y/N
Current Address						Date of leaving this address	
Responsible Adult							
Phone Numbers							
Email							
Where is Pupil Going?							
New Address							
New School - where known							
Phone							
Web Address			Email				
If leaving the UK							
Date of departure							
Accompanying adult							
Place of departure e.g. airport/dock:							
Flight no. or ship name & final destination							

Appendix 2: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
<i>/</i>	<i>Present (am)</i>	<i>Pupil is present at morning registration</i>
<i>\</i>	<i>Present (pm)</i>	<i>Pupil is present at afternoon registration</i>
<i>L</i>	<i>Late arrival</i>	<i>Pupil arrives late before register has closed</i>
<i>B</i>	<i>Off-site educational activity</i>	<i>Pupil is at a supervised off-site educational activity approved by the school</i>
<i>D</i>	<i>Dual registered</i>	<i>Pupil is attending a session at another setting where they are also registered</i>
<i>J</i>	<i>Interview</i>	<i>Pupil has an interview with a prospective employer/educational establishment</i>
<i>P</i>	<i>Sporting activity</i>	<i>Pupil is participating in a supervised sporting activity approved by the school</i>
<i>V</i>	<i>Educational trip or visit</i>	<i>Pupil is on an educational visit/trip organised, or approved, by the school</i>
<i>W</i>	<i>Work experience</i>	<i>Pupil is on a work experience placement</i>

Code	Definition	Scenario
Authorised absence		
<i>C</i>	<i>Authorised leave of absence</i>	<i>Pupil has been granted a leave of absence due to exceptional circumstances</i>
<i>E</i>	<i>Excluded</i>	<i>Pupil has been excluded but no alternative provision has been made</i>
<i>H</i>	<i>Authorised holiday</i>	<i>Pupil has been allowed to go on holiday due to exceptional circumstances</i>
<i>I</i>	<i>Illness</i>	<i>School has been notified that a pupil will be absent due to illness</i>
<i>M</i>	<i>Medical/dental appointment</i>	<i>Pupil is at a medical or dental appointment</i>
<i>R</i>	<i>Religious observance</i>	<i>Pupil is taking part in a day of religious observance</i>
<i>S</i>	<i>Study leave</i>	<i>Year 11 pupil is on study leave during their public examinations</i>

T	<i>Gypsy, Roma and Traveller absence</i>	<i>Pupil from a Traveller community is travelling, as agreed with the school</i>
Unauthorised absence		
G	<i>Unauthorised holiday</i>	<i>Pupil is on a holiday that was not approved by the school</i>
N	<i>Reason not provided</i>	<i>Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)</i>
O	<i>Unauthorised absence</i>	<i>School is not satisfied with reason for pupil's absence</i>
U	<i>Arrival after registration</i>	<i>Pupil arrived at school after the register closed</i>
Code	Definition	Scenario
X	<i>Not required to be in school</i>	<i>Pupil of non-compulsory school age is not required to attend</i>
Y	<i>Unable to attend due to exceptional circumstances</i>	<i>School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody</i>
Z	<i>Pupil not on admission register</i>	<i>Register set up but pupil has not yet joined the school</i>
#	<i>Planned school closure</i>	<i>Whole or partial school closure due to half-term/bank holiday/INSET day</i>

Legislation and guidance

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- [The Education Act 2002](#)
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- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.