

Bishop Ridley CE Primary School

Attendance Policy

Reporting Absence

- Parents must ring the school office on the first day of child's absence giving the reason why he or she is not in school. If we do not hear from parents then a phone call is made by the Attendance Officer to the parents; the telephone call must be backed up by a letter on the child's return to school explaining the precise reason for their absence.
- If no explanation has been received within 5 school days then a written reminder is sent to the parents by the office; if no letter is received after a further 2 days then the absence is recorded as 'unauthorised'.
- Parents who are continually having to be chased for a letter will be notified that unless letters are received then all absences will be unauthorised and a referral to the Education Welfare Service (EWS) may be made.
- Children arriving after 9.30am, unless for a notified reason (e.g. doctor's appointment), will be recorded as having an unauthorised absence.

Monitoring Absence

- The attendance of all pupils is monitored fortnightly by the Attendance Officer.
- Pupils with less than 90% attendance are recorded on a spreadsheet which is emailed to the EWS.
- Children on the EWS referral lists are monitored weekly and figures emailed separately to the EWS.
- The Head Teacher and Attendance Officer meet every two weeks to monitor pupils with attendance below 90%, to decide on letters and referrals, and on which pupils to 'fast track'.
- Each half term pupils whose attendance is below 90% receive letter 1.
- If there is no improvement within half a term (or two weeks for fast track) then letter 2 is sent.
- If there is still no improvement after a further half term (or two weeks for fast track) then letter 3 is sent and a meeting arranged with the EWO, Head Teacher and Attendance Officer (as a formal referral to the EWS, with the possibility of prosecution, fines etc.). An action plan for improving the child's attendance is drawn up and signed by the parents and school. The school may ask for medical evidence and parents should take their child to their GP. If no letter from the GP is forthcoming then we ask the parent to consent to the school contacting the GP via the EWO. If the parent withholds consent then all absences will be unauthorised.

Holidays in term time

- No holidays taken during term time will be authorised, except in extenuating circumstances. This is in line with Bexley's official policy.

Long term absence

- Where a child is off sick for more than 5 consecutive school days then medical evidence must be provided (e.g. a copy of the prescription).
- If no proof of illness is provided then the absence will be recorded as unauthorised and could lead to a referral to the Education Welfare Service.
- Where there is extended absence due to illness, the EWS can offer support with tuition.

Lateness

- Children are recorded as late if they arrive after 8.50am; they sign in at the office before going round to class; they are recorded as being late even if the teacher has yet to take the register.
- If they are late due to a dental/hospital appointment then an appointment card is needed.
- Lateness is monitored half-termly.
- Letters are sent to parents of children who have had more than 5 lates in a term.
- Regular lates are followed up by a letter from the EWO.
- If no improvement is seen then parents are invited to a meeting with the Head Teacher and EWO.
- Parents must notify the office by 10am if a lunch needs to be ordered.
- Periodic late gates are conducted by the HT and/or the EWO, usually every half term.

**November 2011
To be reviewed Spring 2016**