

Dealing with poor attendance and punctuality

The school has expectations of good attendance and punctuality which are communicated to pupils and parents clearly and regularly. Where poor attendance occurs, we follow government guidelines and refer families to Hounslow Education Welfare Service.

- **Letters** – Letters of concern are sent to parents whose children have less than 96% attendance and/or punctuality.
- **Meetings with parents** - At any point in the school year, despite the fact that parents have informed the school of a child's absence or poor punctuality, parents may be contacted by our Attendance Officer to explain the reasons for their child's poor attendance and/or punctuality. This may also involve attending a meeting in school.
- **Monitoring** - Persistent absences and repeated leave are monitored from Nursery to Year 6. Fixed penalty warning letters are issued by the Local Authority may lead to a fixed penalty fine or court hearing.
- **Local Authority & EWO** – We work very closely with Hounslow Education Welfare Service; where children have low attendance or punctuality we can refer them to the EWO (Education Welfare Officer). Where attendance is **90%** or below, a referral to Education Welfare is made and parents are expected to attend an attendance meeting.

Punctuality

Children should arrive at school on time and if possible arrive 5 minutes before their start time so that they are prepared for the day ahead.

- The school day begins for **Nursery at 8:30am** (morning session) or **12:30pm** (afternoon session).
- The school day begins for **Reception, Year 3 and Year 4 at 8:45am**.
- The school day begins for **Year 1, Year 2, Year 5 and Year 6 at 8:50am**.
- **Unauthorised Lates** - This means being late after school begins without a good reason i.e. alarm did not go off, transport problems, dropping off a sibling. Registration closes 10 minutes after the start times above. If you are late beyond this time, please bring your child to the school office, explain the reasons for lateness and sign your child in as they will have missed the class registration. We will endeavour to provide a school meal if your child needs one, but this is not always possible for children who arrive late.

Early Years Foundation Stage (Reception and Nursery Children):

It is very important that clear routines for good attendance and punctuality are established as soon as a child starts at Fairholme Primary School. Parents/Carers accepting a place are therefore signing up to agree that they will support the school in 96% attendance and punctuality for their child.

Reviewed: March 2023

Attendance



at

**Fairholme
Primary School**

Aims and objectives

Fairholme Primary School is committed to ensuring that all children attend school regularly to achieve their full learning potential. We expect parents to take **responsibility** for their child's attendance. We know that good attendance is directly linked to achieving well at school, and that regular attendance and punctuality are important life skills.

We aim to promote a high level of attendance and punctuality in all our pupils and thus ensure that each child benefits fully from the education the school provides.

We expect parents and carers to:

- Ensure children are in school to receive an effective education.
- Ensure children attend school regularly with an attendance of 96% or above.
- Ensure children arrive at school and are collected at the end of the day punctually.
- Inform the school of the reason for absence in advance of, or on, the first day of absence and if the absence continues.
- Ensure that when children arrive at school late, they are signed in on the sheets by the school office and that if they need to collect children before the end of the day they sign them out on the same sheets.
- Make medical and dental appointments outside of school hours.
- Provide proof of medical appointments, prescriptions etc. as requested.
- Advise the office of who will be collecting your child, if the relevant adult is unable to collect their child on time.

Rewards

We actively promote and celebrate good attendance and punctuality.

- **Celebration letters** - Blue and green letters are sent to parents whose children have 96% attendance or above.
- **Assemblies** - During weekly assemblies we reward classes who have met a target of 96% or above, award a trophy for attendance and 'Cedric the crocodile' (cuddly toy) for punctuality.
- **100% attendance** - At the end of each term individual children who have full attendance are presented with a certificate and a badge.
- **Other rewards** - Rewards include things such as: attendance tokens, attendance shop (where children win prizes for each full week's 100% attendance and punctuality) and weekly attendance winners (where a child's picture is chosen at random and if they've had 100% attendance that week they win a prize).

Attend today and achieve tomorrow

Good = 96% + (up to 10 days over a year)

Absence

Colds, headaches and feeling under the weather affect us all but we do not always need to miss school. We monitor your child at school and call you if necessary. Please see our separate information leaflet regarding medical absences affecting school attendance.

Sometimes if your child does not want to come to school there may be other issues that need to be addressed. If so, please send your child to school and let us know so we can help.

Doctor, dentist and hospital appointments should be booked outside of school hours. If this cannot be avoided, please provide the office with a copy of the appointment card/letter/text before the appointment.

Illness - If your child is off school due to illness, please provide the office with copies of medicine labels.

If a child's attendance falls below 96%, you will be asked to provide proof of the absence before it will be authorised.

Term Time Leave

In line with the government policy, Fairholme Primary School does not authorise any term time leave. Parents/carers are expected to take family holidays/leave during the 13 weeks allocated each year as school holidays. If children are taken out of school by parents/carers without permission, this will count as an unauthorised absence and may result in a fixed term penalty notice. Parents/carers must be aware that they cannot assume a school place will be kept open if their child is taken on holiday or out of school for any reason, as we have a waiting list for other families are seeking a school place for their child or children.

Fairholme reserves the right to remove a child under statutory school age from the school roll if they take term leave.

Unauthorised Absence

There are occasions when the school does not consider absences to be reasonable and cannot authorise absence. Examples include:

- parent/carer keeping their children off for their birthday or because the parent/carer is unwell
- looking after brothers/sisters
- going on holiday early/coming back late
- the same reason used repeatedly, or children regularly having days off every other week, without any improvement in attendance