



## **Muswell Hill Primary School**

### **School Attendance and Punctuality Policy**

Amended: April 2020  
Reviewed: February 2021  
Next review: Spring 2022

**Muswell Hill Primary School is a Rights Respecting School, based upon the UNICEF Convention of the Rights of the Child.**

**We believe that all children should grow up aware of these rights and respect these rights for themselves and for others. Being a Rights Respecting School underpins policies throughout the school. As policies are reviewed within the cycle they are adapted to demonstrate this. Reviews started in the academic year of 2019/20. The school received the Bronze Award in July 2020 and is currently working towards the Silver Award.**

## **Vision & values**

At Muswell Hill Primary we have worked hard to create a successful, high achieving, happy, inclusive community. One we are proud of and one which enables us to work in partnership with others, celebrate our successes and empower our children to be the best versions of themselves. Our community is where friendships thrive and where children are encouraged to discover a world of possibilities in a challenging yet supportive setting. Here at Muswell Hill Primary School, we embrace the joy of learning every day, through our strong, rich, broad curriculum.

## **5 Golden Values**

**Respect** (for themselves and each other)

**Integrity** (acting with at all times)

Sense of **Resilience**

**Curiosity** (discovering the world around them)

**Creativity** (exploring their learning journey)

## **The following articles underpin our vision & values:**

Article 28: The Right to an Education

Article 12: Respect for children's views

Article 29: Goals of Education

Article 13 and 14: Freedom of Expression/Thought

Article 42: Knowledge of Rights

Article 27: Standard of living for Physical, Emotional and Mental Health needs

## **Commitment to our pupils**

**At Muswell Hill Primary School, the staff and governors are working every day so that by the time you leave us:**

1. You will love learning new things, feel ready for the future and want to keep on learning.
2. You will understand how you learn best, learn from your mistakes and how to persevere.
3. You will know what it feels like to be motivated to be good at something, and to have achieved your very best.
4. You will understand just how incredible you are! You will believe in yourself and have the confidence to follow your dreams.
5. You will have grown as healthy and strong as you can, and you will know how to look after your body and your mind.
6. You will know friendship and will have learned how to get along with other people.
7. You and your family will be supported and cared for if you struggle or meet obstacles during your time with us.
8. You will feel part of your community, proud of your school, and inspired to make a difference.
9. You will leave Muswell Hill with lots of good memories and be the best version of yourself.

Aims/Mission: ***Everyone belongs here, everyone has a voice, and everyone is heard***

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## 1. Introduction

Regular school attendance is essential if children are to achieve their full potential. We believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

At Muswell Hill Primary School, we recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying, behaviour and inclusive learning. This policy also takes into account the Equality Act 2010.

## 2. Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive sufficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

The Education (Pupil Registration) (England) Regulations 2006, require all schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

The register must record whether the pupil was:

- present;
- absent;
- present at approved educational activity; or
- unable to attend due to exceptional circumstances.

The [Education \(Pupil Registration\) \(England\) Regulations 2006](#) allowed headteachers to grant leave of absence for the purpose of a family holiday during term time in “special circumstances” of up to ten school days leave per year. Headteachers could also grant extended leave for more than ten school days in exceptional circumstances.

**Amendments to these 2006 regulations, which came into force on 1 September 2013**, removed references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that

headteachers may not grant any leave of absence during term time unless there are **exceptional** circumstances

### **3. Categorising Absence**

#### **Authorised and Unauthorised Absence**

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

Every half-day absence from school has to be classified by the school as either **Authorised or Unauthorised**. This is why information about the cause of each absence is always required, preferably in writing.

#### **Authorised Absences**

Authorised absences are mornings or afternoons away from school for the following reasons:

##### Illness

In most cases a telephone call followed up by a written note or email from the parent informing the school that their child is ill is acceptable. Parents may be asked to provide medical evidence where there are repeated absences or longer periods of absence due to illness. This will usually be in the form of an appointment card, prescription etc but could be in the form of a doctor's note.

##### Medical/Dental Appointments

Parents are advised where possible to make routine medical and dental appointments outside of the school day. Where this is not possible, pupils should attend school for part of the day. Parents should show the appointment card to school.

Muswell Hill Primary recognises that there will be occasions when children need to attend clinical sessions on a regular basis, for example for counselling.

Parents are asked to request permission to attend such appointments by completing the *Request for Authorised Absence Form*.

##### Other Authorised Circumstances

This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement, visiting a parent in prison or because of a part-time timetable agreed as part of a reintegration package.

Parents are asked to complete the *Request for Authorised Absence Form* on such occasions.

## Religious Observance

Muswell Hill Primary School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance.

It is reasonable for a parent to allow their children not to attend school on a day of religious observance if the day is recognised by the parent's religious body.

Parents are asked to request permission to be absent for a day for reasons of religious observance by completing the *Request for Authorised Absence Form*.

## Medical and Related Conditions

At Muswell Hill we automatically treat illness as authorised absence and with the local authorities' help, support pupils' education throughout their illnesses. We also have an understanding and sensitive approach to children who may have periods of absence due to disability or long-term ill health. Please contact the Headteacher, one of the Assistant Headteachers or the SENDco if you wish to discuss your child's attendance and punctuality in this context.

## Excluded (No alternative provision made)

Exclusion from attending school is counted as an authorised absence. The child's class teacher will make arrangements for work to be sent home.

## Performances/Modelling

Current legislation (Section 7) Education (Pupil Registration) (England) Regulations 2006) enables the Headteacher to grant a leave of absence for a pupil to undertake employment during school hours for the purpose of taking part in a performance within the meaning of Section 37 of The Children and Young Persons Act (1963). Legislation sets out that a local authority licence **must** be obtained before a child can take part in a performance. Where the licence specifies the dates that a child is to be away from school to perform, then the Headteacher will consider the pupil's:

- attendance record
- their attainment, and
- progress data

before considering whether to authorise a leave of absence. Furthermore, where the terms of licence do not specify dates it will be again be the headteacher's decision whether to authorise a leave of absence and this will depend upon the criteria previously listed. Leave will only be granted up to ten days in a six-month period.

## Unauthorised Absence

Unauthorised absences are those where the parents have been unable to provide a satisfactory explanation to the school or where no permission has been granted by the school. These include the following:

### Family Holidays and Extended Leave

In line with the amendments to the [Education \(Pupil Registration\) \(England\) Regulations 2006](#) which came into force on 1 September 2013 (outlined in Section 2 of this Attendance and Punctuality Policy), **all requests for holiday during school time will be refused**. Parents taking their children out of school for the purpose of a holiday need to be aware that they may be liable for sanctions such as a Penalty Notice, a fine or a court summons issued by the Local Authority.

### Enrichment activities in school hours

Permission will not be given to parents wishing to take their children, during school hours, to attend any out of school enrichment activities, e.g. tutoring; teaching; sports or music sessions. However, consideration will be given to authorising a short absence during the day if the child has been entered for an examination for an out of school enrichment activity and this can only take place during school hours (for example, a dance examination or graded Music examination). Depending on the timing of the examination the child should be returned to school following the examination or collected from school to attend the examination.

### Absences which have not been properly explained

All absences will be treated as unauthorised unless a satisfactory explanation for the child's absence has been received.

### Children who arrive at school too late to get a mark on the register

The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment. The absence will be recorded as **unauthorised** if the pupil has arrived late without justifiable cause, for example, if they woke up late.

Other examples of unsatisfactory explanations include:

- A pupil's/family member's birthday
- Having their hair cut
- Closure of a sibling's school for INSET (or other) purposes
- "Couldn't get up"
- Illness where the child is considered well enough to attend school.

## 4. Absence Procedures

If a child is absent the parent/carer must follow the following procedures:

1. Contact the school as soon as possible of the first day of absence (before

- 9.25am) on 0208 444 8488 or call into the school office and report the absence in person
2. Write a letter on the child's return explaining the child's absence and give this to the Admin Team in the school office or email the school office with this information ([office@muswell-hill.haringey.sch.uk](mailto:office@muswell-hill.haringey.sch.uk))

If a child is absent, the School Admin Officer will telephone, text or email the parent/carer on the first day of absence if the School has not already been contacted by the parent/carer.

Owing to safeguarding procedures and statutory guidance, the school will make first morning calls and send an email to the family. Parents and carers need to be aware the school has a safeguarding good practice obligation to contact emergency contact details (the school requires two numbers for safety practices). If the school has not received any communication back from the family, they must make a risk assessment regarding the safety of the child. Following this the school may either make a home visit or contact services to ensure appropriate safeguarding practices are adhered to and reassure the school the child is safe and well.

## 5. Punctuality and Lateness

Punctuality is essential. If a child misses the start of the day they can miss important teaching and vital information concerning the school day. Children arriving late can also disrupt lessons; it can be embarrassing for the child and can also encourage absence. Good time keeping is a vital life skill which will help our children as they progress through their school life and out into the wider world.

### How we manage lateness

The school day starts at **8.55am** and we expect our pupils to be in the playground just before this time ready to line up when the school bell is rung. The School office monitors lateness and will ask the child or parent the reason for late arrival. The school gates open at 8.45am.

### Late Arrival

Registration begins at 9.00am; pupils arriving after 9.05am will be marked as present but late. The register will close at 9.25am. Pupils arriving after the close of register will be recorded as late (unless an acceptable reason has been provided by the parent for the late arrival) and this will count as an unauthorised absence for that particular school session.

If parents know their child is going to be late for **any** reason, they should let the school office know.

On arrival, after the close of register, pupils must immediately report to the school office to ensure that we can be responsible for their health and safety whilst they are in school.

Punctuality also applies to parents picking up children at the end of the day. The end of the school day is **3.30pm**, (3.25pm for Reception) and if a child is not picked up by 3.40pm, the class teacher will bring the child to sit outside the school office.

If a child is collected late from school a record will be kept by the school. If the child is not collected by 4.00pm and the school has not managed to contact the parent/carer then the school will notify Haringey safeguarding and social care. If the child has not been not collected by SGSC or by the parent/carer by 4.30pm then children's services may arrange for the police to collect the child.

### Persistent Lateness

Parents of children who persistently arrive or are collected late will:

- Be contacted asking the parent to explain the lateness and requesting that punctuality is maintained;
- Be invited to a meeting with a member of the Senior Leadership Team if there is no improvement;
- Be referred to the Education Welfare Officer and/or Social Services where persistent lateness occurs without an acceptable reason.

## **6. The Education Welfare Service (EWS)**

The Education Welfare Service is responsible for supporting good school attendance and high standards of pupil welfare. They have a duty on behalf of the Local Authority to ensure that parents/carers make sure that their children attend school regularly.

The school is nearly always successful in resolving issues of absence/lateness with parents/carers before the school's designated Education Welfare Officer has to become involved. However, if such issues cannot be resolved the school will discuss the case with the EWO.

It is the EWO who supports the school with individuals who are having difficulties with attendance or punctuality and together we will decide on what appropriate action should be taken e.g. meeting in school, phone call, letter or referral. The EWO will then be involved with monitoring the situation with the school until attendance or time keeping improves or the decision is taken for further action to be undertaken by the Local Authority. This can include Penalty Notices, Education Supervision Orders in the Family Proceedings Court, Prosecution in the Magistrates Court and deletion of the child from the school register.

## **7. Monitoring of Absence**

### Attendance under 95%: Action to be taken by the school

Where children have an attendance rate, which is less than 95%, the school will apply the following procedures:

- 1 Parents will initially be sent a letter from the school informing them that their child's attendance is below 95% and asking them to take steps to improve attendance;

- ⌋ If attendance has not improved after two weeks and remains below 95%, parents will be asked to attend a meeting in school with a member of the Senior Leadership Team;
- ⌋ If attendance remains below 95% after 4 weeks, then parents will be asked to attend a clinic with the EWO and a member of the Senior Leadership Team.

Referrals to the EWO will also be made in the following circumstances:

- After 10 consecutive days of unauthorised absence
- For any pupil with below 90% attendance where at least some of this is unauthorised
- After 6 sessions of authorised absence in a 6-week period that is not supported by medical evidence. The EWO will take such a referral on the condition that no further absence will be authorised by the school
- When a pupil fails to return after 5 days following a fixed term exclusion
- For any child on the Child Protection Register with unauthorised absence of 5 days, or when the designated teacher for Child Protection has any concern at all about the reasons given by the parent for absence, or immediately if concerns warrant it
- When parents have notified the school in writing that they are educating the child at home
- Where the school has been notified that the pupil will be unable to attend school for a period of time due to medical reasons. This may include pupils who have undergone surgery or are about to be discharged from hospital and who will not be well enough to attend school for a period of time. In such circumstances, the LEA may provide home tuition (a consultant's letter indicating that the pupil is not likely going to be able to attend school is usually required).

## **8. The Referral Process**

Referrals to the EWO from the school will be made in writing or in electronic format (CAF) and will be accompanied with a completed attendance record.

In terms of pupils on the Child Protection Register, the school will not delay in making a referral simply because the referral form has not been completed. A telephone referral will be made in these particular circumstances; this call will then be followed up by a written referral.

## **9. Using Attendance Data**

Pupil's attendance will be monitored regularly by the EWO and a member of the Senior Leadership Team and information may be shared with the Local Authority and other agencies if a pupil's attendance is a cause for concern.

The Admin Officer will provide the member of the Senior Leadership team, who has responsibility for attendance, with weekly class attendance data and individual attendance data for each pupil. The list will be presented in numerical descending order with the highest attendees at the top. This pupil level data will be used to trigger school action.

Attendance and punctuality data will also be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment. These will be monitored and evaluated by the school's governors at every meeting of the full Governing Body.

We will share attendance data with the Department for Children, Schools and Families and the Local Authority as required. All information shared will be done so in accordance with the Data Protection Act 1998.

## **10. Support Systems**

At Muswell Hill Primary School, we recognise that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and/or in school. Parents should make us aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help us to identify any additional support that may be required.

We also recognise that some pupils are more likely to require additional support to attain/maintain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.

We will implement a range of strategies to support improved attendance, these will include:

- Discussion with parents and pupils
- Attendance report cards
- Referrals to support agencies
- Friendship groups
- PSHE
- Social and Emotional Aspects of Learning (SEAL) materials
- Family learning
- Reward systems.

## **11. Roles and Responsibilities**

At Muswell Hill Primary School we believe that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, pupils and the wider school community. Therefore:

### The Governing Body will:

- Ensure that the importance and value of good attendance is promoted to pupils and their parents.
- Annually review the school's Attendance Policy and ensure the required resources are available to fully implement the policy.
- Ensure that parents are aware of the Attendance Policy
- Identify a member of the governing body to lead on attendance
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with
- Agree school attendance targets and submit these to the Local Authority within the agreed timescale each year
- Monitor the school's attendance and related issues through termly reporting at Governing Body Meetings
- Ensure that attendance data is reported to the Local Authority or Department of Children, Schools and Families as required and on time
- Ensure that there is a named member of the Senior Leadership Team to lead on attendance
- Ensure that the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions

### The Senior Leadership Team will:

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents

- Ensure that there is a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually
- Ensure that all staff are aware of the Attendance Policy and are adequately trained to address attendance issues
- Ensure that all parents are aware of the Attendance Policy Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with
- Ensure that there is a named member of the Senior Leadership Team to led on attendance and allocate sufficient time and resource
- Return school attendance data to the Local Authority and the Department for Children, Schools and Families as required and on time
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions
- Develop a multi-agency response to improve attendance and support pupils and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated

Parents should:

- Contact the school if their child is absent to let them know the reason why and the expected date of return, following this up with a note where possible
- Avoid unnecessary absences; wherever possible make appointments for the Doctors, Dentists etc. outside of school hours
- Ask the school for help if their child is experiencing difficulties
- Inform the school of any change in circumstances that may impact on their child's attendance
- Support the school; take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home
- Encourage routine at home, for example, bed times, homework, preparing school bag and uniform the evening before
- Not keep their child off school to go shopping, to help at home or to look after other members of the family
- Not take their child on holiday during term-time.

Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, the Local Authority will consider the use of legal sanctions.

## 11. Legal Sanctions

Where poor attendance continues, even after the interventions outlined in this policy, the Local Authority will apply the following legal sanctions:

**Fixed Penalty Notices (Anti-Social Behaviour Act 2003)** - Section 23 of this Act gives powers to the Local Authority and other designated bodies to issue Penalty Notices where a parent/carer is considered capable but unwilling to secure an improvement in their child's school attendance.

Penalty Notices will be considered when:

- A pupil is absent from school for the purpose of a holiday in term time
- A pupil has accumulated 20 sessions of unauthorised absence in any six-week period
- A pupil has been late (after 9.30am) for 12 or more sessions in any six-week period and further unauthorised absence/lateness has occurred following written warning to improve

In such a case each parent/carer receives a Penalty Notice for their child who has unauthorised absences, and/or persistent lateness after the registers close. A Penalty Notice gives the parent the opportunity to discharge themselves of their legal responsibility if a £60 fine is paid within 28 days or £120 if paid within 42 days of the date the Notice was issued.

If the penalty is not paid in full by the end of 42 days the LA must either prosecute for the offence or withdraw the notice. This prosecution is for the offence of failing to secure attendance at school not for non-payment of the fine.

If prosecution is proven this can attract a range of fines up to £2500 and/or a range of disposals such as Parenting Orders, Community Sentences or custody, depending upon circumstances.

### **Application to the Family court for an Education Supervision Order**

This can be granted for up to 12 months. Parents will be legally obliged to comply with the directions/advice given by the Education Welfare Officer and if they do not, the matter may be referred to the Magistrates Court. The consequence of this could include a fine or in an aggravated offence imprisonment. In addition, if there is a persistent non-compliance with directions/advice, then it is a legal requirement that the Local Authority Children's Social Care Department investigate.

## **Prosecution**

Where all other intervention, including Penalty notices and/or Education Supervision Orders, fail to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court.

This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education. Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child and if he/she is a registered pupil at a school and is of compulsory school age, and then they are guilty of an offence.

### Fines are as follows:

Education Act 1996 s.444 (1) - Magistrates can fine each parent up to £1,000 per child, plus prosecution costs and impose a Parenting Order.

Education Act 1996 s.444 (1A) - Persistent Absence - Magistrates can fine each parent up to £2,500 per child, impose Parenting Orders/Community Rehabilitation Order and/or impose a period of imprisonment of up to 3 months.

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Letter sent July 2019 to explain changes – policy changed to reflect these changes  
**FIXED PENALTY NOTICE ADVICE TO PARENTS – JULY 2019**

Dear Parents and Carers,

### **Updates on guidance around school attendance.**

During 2018/19 Schools Forum agreed that a working group should form to review the work of Haringey's Education Welfare Service.

One of the tasks the group has carried out has been to look at the disincentives to taking a child(ren) out of school during term time for the purposes of a holiday. Absence from school results in missed education for that child(ren) as well as having an impact on other children in that child's class as teaching resources are diverted to support any child(ren) missing education to 'catch up' on work missed.

Research shows there is a very clear and demonstrable link between good attendance at school and good educational outcomes. Also, when a child is absent or late to school, this causes disruption to the rest of the class and causes children to fall behind. In order to ensure that our pupils attend school every day, I am writing to you to let you know that we are working in partnership with Haringey Council, who will be issuing Fixed Penalty Notices to parents whose children are absent from school for unauthorised reasons.

It is a parent's responsibility to ensure that their children receive a full time education. This is stated in Section 7 of the 1996 Education Act:

*"The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable to his age, ability and aptitude, and to any special educational needs he may have, either by regular attendance at school or otherwise".*

Regular attendance has been defined in law as meaning that a child must attend school every day. Unless a child cannot attend school due to an unavoidable cause or is too unwell to come to school, it is expected that children attend school every day, on time, on days when the school is open.

Schools can only authorise a pupil's absence in exceptional circumstances, and being absent from school due to a family holiday is not considered as an exceptional circumstance. We understand that family circumstances differ however, and we will consider every request for leave when the school is open on an individual basis.

I also want to stress that this letter should not have any impact upon those families where travel is considered to be reasonable given the particular circumstances of that family and which I and SLT have authorised.

The process for this remains the same: put your request in writing alongside a leave of application form and address it to me for consideration. Further details are available from the school office.

All headteachers must follow Department for Education guidance in relation to taking leave when schools are open, but it is the headteacher's decision whether to accept any parental explanation for absence, and to mark an absence as authorised or unauthorised in registers. Please be aware that pupils arriving at school after the official close of registers will be marked as being 'unauthorised absent' unless there are legitimate reasons for your child's late arrival.

Should your child be absent for unauthorised reasons, you may be issued with a Fixed Penalty Notice by Haringey Council. This is a penalty of £120, payable for each of your children that have been absent from school for unauthorised reasons. **The penalty is payable by each parent.** If the penalty notice is paid within 21 days, there is a 50% discount, so the amount payable is £60 per penalty notice. Late or part payments are not accepted.

Haringey's Fixed Penalty Notice (FPN) code of conduct will be amended from the 1<sup>st</sup> September. The code will state whereby FPNs may be issued in cases where a pupil had accrued 6 sessions of unauthorised absence in a 6-week period. This period of unauthorised absence equates to 90%.

**For the majority of you, this will not affect you at all as you do not take holidays in term time or return late from school holidays, so please do not**

**take offence. It is the school's duty to share this change in policy with everyone, which is why I haven't written to individual families directly. Attendance overall at Muswell Hill Primary School is good. We have a target of 97% for the whole school and this year we achieved 96.4%.**

X no of children attended everyday and we will be acknowledging this at the end of term.

Our persistent absenteeism is low, but for those families who this involves, we are held to account in supporting their improvement and for us as a school to know where every child is. This is part of the Ofsted framework and falls under safeguarding practices.

As a reminder to you, if your child is sick, please remember to call, text or email on the morning of absence. We have a first day call policy that is also part of effective safeguarding. If we have not heard from you having tried to communicate with you and your emergency contact over the morning, we may be placed in a position where it is necessary to make a home visit, notify Families and Social Care or call the police. This may seem extreme, but I would refer you to news stories like that of Lydia McDonald or to good practice in the DFE guidance in School Attendance July 2019.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/818204/School\\_attendance\\_July\\_2019.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/818204/School_attendance_July_2019.pdf)

If you have any further questions regarding any aspect of attendance and punctuality, please contact Elaine in the office and we will arrange a drop in session.

Have a great summer and I look forward to welcoming you all back on Wednesday 4<sup>th</sup> September. The gates will open at 8.40am.

Thank you,  
Mandi