

Procedures

If your child has poor attendance or persistent absences, the Attendance Officer will arrange a meeting with you to discuss this matter and to set targets so that your child can achieve a higher attendance percentage.

If your child continues to be absent from school for illnesses, a medical evidence letter will be sent to you which means you will have to provide the school with medical evidence such as a GP appointment card, prescriptions or medication prescribed. If you fail to do so, your child's absence will be marked as unauthorised.

If attendance does not improve after this, your child will be referred to the Educational Welfare Officer and she will call you in for a meeting.



Attendance Policy for Parents/Carers

2017-18

Attendance Policy

Attendance

Good attendance is essential if pupils are to take full advantage of school and gain the appropriate skills, which will equip them for life. Excellent attendance is a key factor in high achievement and at Elmwood Infant School and Nursery we believe that parents, carers, teachers and our governors have a duty to encourage maximum attendance at school.

Parents and carers of children in the nursery and infant school, are responsible for ensuring that their children come to school every day and arrive at school on time. Therefore, we will be working in partnership with our parents and carers in order to achieve this.

Punctuality

Being on time is also very important. When children are late for school, they not only miss out on valuable learning time but also disrupt their classmates who are already settled. For some children who are persistently late this can be an embarrassing experience that may lead to uncooperative and disruptive behaviour at school and home.

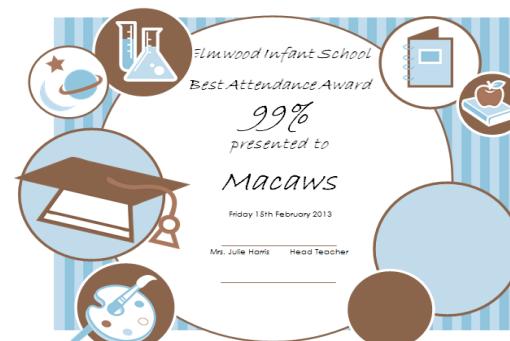
School finishes at 3.10pm. For different but equally important reasons your child should be collected on time. Children waiting and not knowing why parents are late can cause anxiety, especially when they observe that other members of their class have been collected and have gone home.

Rewards for Excellent Attendance

In an attempt to improve punctuality and attendance we will reward individual and whole classes by:

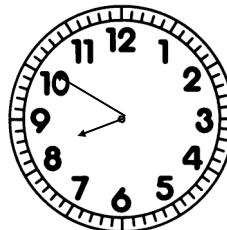
- Celebrating whole class achievement with a special certificate for the best attendance at the end of the week.
- Celebrating 100% attendance with a special reward for the whole class on every occasion.
- Rewarding pupils who achieve 100% each term with a sticker, small prize and a certificate.
- Rewarding pupils who achieve 100% attendance for the year with a sticker, certificate and a gift.
- Children who have 100% attendance at the end of each term will be entered into a prize draw and will be in the chance of winning a prize.

We will also invite the Educational Welfare Officer into assembly to talk to children about the importance of coming to school on time and about having excellent attendance.

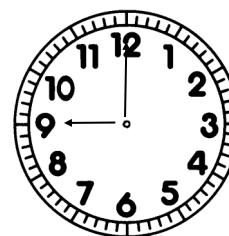


Important Times of the School Day

The doors are opened at 8.50am



The main gate & classroom doors are then closed
promptly at 9:00am
(please do not arrive at the school gate for 9:00am)



After 9.00am children are considered late. Parents must come to the main office and sign in the entry system.

Absences

There are two types of absences. Authorised and Unauthorised.

What is an Authorised Absence?

Many absences are for good reasons and will therefore be authorised by the school.. These include absence for:

- Illness (regular absences due to illness will be monitored)
- Religious Observance (two per school year)
- Compassionate leave such as bereavement

What is an Unauthorised Absence?

These are absences where the reasons are not considered acceptable by the school and officers working on behalf of the Local Authority. The following circumstances will not be authorised:

- A parent has overslept and does not think they should send their child to school
- It is the child's birthday
- The child has a non infectious condition
- Doctor or dentist appointments that last all day
- Weddings
- *Holidays during term time

Parents/carers should make dental/ doctor appointments for after school hours or during the school holidays. If this is not possible you must provide medical evidence or it will be recorded as an unauthorised absence.

If your child has a case of vomiting and or diarrhoea they must be kept away from school for 24 hours from the last episode.

Parents and carers are expected to notify the school immediately (on each day) if their child is going to be absent from school and the reason why. If we do not hear from you, then the Attendance Officer will try to contact you. If the school is unable to contact you by phone, then a letter will be sent home. You are advised to respond to the letter within 10 days or your child's absence will go as unauthorised.

***Please note:** The Governing Board of Elmwood Infant School and Nursery have made the decision not to authorise families taking holidays during term time, other than in exceptional circumstances. If parents/carers take their child out of school during term time for a holiday, the Attendance Officer will notify the EWO immediately and they may be issued with a Fixed Penalty Notice (**FPN**). Please read the section concerning The Education Welfare Officer to find out more about FPNs. On your return from a trip abroad, you will be expected to meet with the Attendance Officer and the Education Welfare Officer.

Concerns

In cases of absence where we have heightened concerns, the Attendance Officer, or a member of the office staff will contact Parents/carers at the beginning of the school day. (by 9.20am) If we are unable to make contact that morning, then we will inform the Education Welfare Officer. If a child has a Child Protection Plan we will contact Social Care, and the Police if appropriate. Cases where concerns may be heightened

- Persistently poor attendance
- Persistent lateness
- If a child is subject to a protection plan
- Or if we perceive the child to be in any danger.

The Education Welfare Officer (EWO)

The school works very closely with the EWO. Referrals are made to the EWO when the school is concerned about high levels of absences and persistent lateness. The **EWO** may in cases of unacceptable unauthorised absence, issue a **Fixed Penalty Notice (FPN)** or take parent/carers to court.

An **FPN** is a **fine**. Parents who are issued an **FPN** will be expected to pay a fine of **£60**.

Every attempt will be made by the school to work in partnership with you to ensure that your child attends school regularly and on time. The Attendance Officer will arrange to meet with parents to discuss attendance issues in order to improve the attendance of the child. However, if there is not an improvement in your child's attendance/time keeping then the school will refer the matter to the Education Welfare Service.

If you require any further information, please refer to the Croydon Council website: <https://www.croydon.gov.uk/education/schools-new/attendance/attendance-law>

Important names:

Attendance Officer—Miss B. Bittles

Education Welfare Officer—Miss S Kendrick, WPA