

Elmwood Infant and Nursery School

Attendance Policy for Parents/Carers

2015



Attendance Policy

Attendance

Good attendance and being on time are 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 we believe that here, at Elmwood, 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.

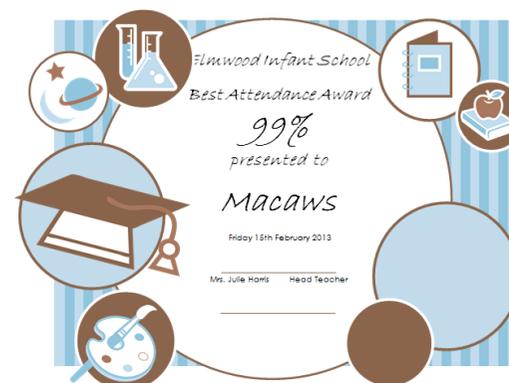
School finishes at 3.10pm. For different but equally important reasons your child should be collected on time. Waiting and not knowing why parents are late can cause anxiety for children especially when they observe that every member of the class has been collected and they have all gone home.

Rewards for Excellent Attendance

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

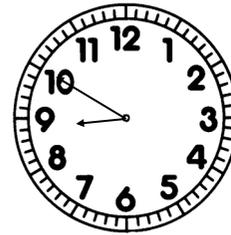
- Celebrating whole class achievement with a special certificate for the best attendance at the end of the week.
- Celebrating 100% attendance with a special reward for the whole class on every occasion.
- Celebrating individual pupils who achieve 100% attendance each week with a sticker.
- Rewarding 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.

We will also invite the EWO into assembly to talk to children about the importance of coming to school on time and about having excellent attendance. She will also award individual children with special certificates if they achieve 100% attendance for the term.

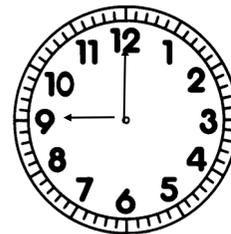


Important Times of the School Day

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)



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
- 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.

Please avoid the following:

- It is the child's birthday
- Parents woke up late and therefore do not think they should send their child to school
- The child has non infectious conditions
- Doctor's or Dentist Appointment 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.

Parents and carers are expected to notify the school immediately (on the first 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.

***Please note:** The Governing Body of Elmwood Infant and Nursery School have made the decision not to authorise families taking holidays during term time, other than in exceptional circumstances. If parents take their child out of school during term time for a holiday, the Attendance Officer will notify the EWO immediately and you may be issued with an **(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 where we have concerns e.g

- Poor attendance
- Persistent lateness
- If a child is on the Child Protection Register
- Or if we perceive the child to be in any danger.

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 is on the Child Protection Register then we will contact Social Care, and the Police if appropriate.

The Education Welfare Officer

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 Fine (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 child's/Children's attendance.

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**.

Important names:

Attendance Officer -Ms L. Lobow

Education Welfare Officer—Mrs D Durkin, WPA