


# Attendance Guidance



	<b>Name</b>	<b>Date</b>
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# **De Bohun Primary School & Children's Centre**

*What you need to know about your child's attendance at school.*

## **Expectations**

### **We expect the following from all pupils:**

- they attend school every day.
- they will arrive on time and be appropriately prepared for the school day.

### **We expect the following from all parents:**

- they ensure their child attends each day.
- they ensure they contact the school immediately (in confidence, if necessary) whenever their child is unable to attend school. Daily contact should be maintained unless there is a covering medical certificate stating that the child is unfit for school for a specified period.
- They ensure their child arrives on time, well prepared for the day having had enough sleep and had a nutritional breakfast.

### **Parents can expect the following from the school:**

- regular, efficient and accurate recording of attendance.
- regular monitoring of lateness.
- contact with parents when a child fails to attend school and no reason has been given.
- contact with parents if the child is consistently late for school.
- immediate and confidential action on any problem notified.
- steps will be taken to encourage good attendance.
- a quality education.
- rewards in the form of attendance prizes will be given to children with expected attendance.

### **This policy statement aims to ensure that:**

- registers are properly maintained.
- attendance and lateness are monitored carefully.
- irregular attendances are checked.
- unauthorised attendances are rare.

# De Bohun Primary School & Children's Centre

## School Procedures

### Registration

- The morning session begins at 8.50 a.m. Registers are completed as soon as possible and sent electronically to the Office.
- Any child arriving in the classroom after 8.50 am will be marked as late (L code). Any child arriving after 9.15am will be marked as an "unauthorised late" which counts as an absent mark for that session. This will be coded "U" on the official register.

### Lateness

- Children may enter the classroom at 8.45am and registration begins at 8.50am
- Any child entering the school after 8.50am will be deemed as late (unless they are involved in other school duties)
- Registers will be monitored for lateness and a letter sent to parents if there is a pattern of repeated lateness.
- Arriving at school after **9.15am** is recorded as unauthorised absence on our records (U code) and will affect your attendance percentage. We monitor pupils' who arrive late for school and work with parents and carers to improve punctuality.
- If lateness persists, the Education Welfare Officer will be informed.

### Absence

- When a child is absent from school, it is expected that parents will inform the school of the reason for that absence on the first day.
- Most pupils will occasionally be absent from school with good reason.
- Let us know!
- Telephone or email on the first day of absence to explain the reason why your child is absent from school by using 0208 441 7728 or [office@debohun.enfield.sch.uk](mailto:office@debohun.enfield.sch.uk)
- If your child is absent for more than one day, please keep the school informed during your child's absence.
- If your child has a medical or dental appointment please try to make them out of school hours or at the end or beginning of the school day whenever possible.
- The Attendance Officer will record the reasons for absences in the register.

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## Authorised and Unauthorised Absences

- Only the school can officially authorise an absence if it is for a good and legitimate reason e.g. illness, bereavement, and religious observance. Even if a note is provided or a call has been made to the school, an absence is unauthorised if there is no good and proper reason to explain it e.g. birthday celebrations, taking relatives to the airport and holidays during term time.
- If parents are in any doubt about what constitutes authorised or unauthorised absence they should contact the school's Attendance Officer.
- A pattern of unauthorised absence will be reported to the Education Welfare Service. *Any pupil with an absence percentage of less than 90% may be required to provide medical evidence.*

## When will absences not be authorised?

The school will not authorise absence for any of the following reasons: holidays, shopping, looking after other members of the family, minding the house, birthdays or visiting relations that are ill abroad.

Only the school within the context of the law can approve absence, not parents. Parents should seek approval of absence from school.

Absences can only be recorded as **authorised** or **unauthorised**.

The school registers are checked regularly by the Education Welfare Service. Unauthorised absences and persistent lateness will be discussed and followed up by the school's designated Education Welfare Officer.

## Dental and Medical Appointments

Routine appointments should be, where possible, made outside of school hours. School should be informed before 8:50am if appointments are going to make a pupil late for school.

Pupils are expected to attend school before and after routine appointments and ensure that they sign in and out at Reception.

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## **Leave of absence**

Absence request forms are available from the School Office and must be completed at least one week before absence occurs. Leave will only be authorised in exceptional circumstances. If a pupil is absent due to a period of unauthorised leave, the school will apply to the local authority to issue a Penalty Notice. Regrettably each year we are informed by parents that relatives living overseas are unwell and they need to travel urgently, the school will always ask for original evidence that travel arrangements have been made at the last minute. Based on this evidence the school will consider whether any of the absence can be authorised. Such absences are not authorised without evidence, and may be subject to a Penalty Notice. From time to time the school has also become aware that although a pupil has been reported as unwell to the school they are in fact on holiday. Parents will be expected to produce all medical evidence where an absence directly precedes or follows a school holiday. Medical evidence from abroad will only be accepted if it is translated in English. The school will actively pursue a Penalty Notice fine in situations where they have not been correctly informed of the reason for absence.

## **Family holidays during term time:**

- The Head teacher does not authorise absence for family holidays during the school term
- Parents and carers who choose to take their child out of school for holidays should be aware that such absences will be recorded as 'unauthorised' on the child's record and penalty notices will be issued.

## **Religious Observance**

Enfield Borough Council informs the School what days it can authorise for religious observance.

## **The role of the Education Welfare Officer**

De Bohun School is a community school and actively uses the London Borough of Enfield Education Welfare Service.

The school is accountable to the local authority for the level of pupil attendance, and Education Welfare officers regularly inspect the school registers and receive information about the attendance of pupils. The Education Welfare Officer will phone and visit parents, where poor attendance is an issue.

# De Bohun Primary School & Children's Centre

## **It is a School Priority!**

De Bohun School seeks to promote the best possible attendance because it seeks to achieve the highest possible standards in all aspects of school life. There is a clear link between good attendance and good results, and teachers will celebrate excellent attendance just as they celebrate other positive aspects of school life. Please feel free to contact the schools Attendance Officer, Mrs Lisa Younger to discuss any issues concerning your child's attendance

## **Why is good attendance important?**

At our school, the staff and pupils all know how important good attendance is for children's well-being and progress. In recent years much research has been carried out on the effect that poor attendance can have on children's progress at school and how well they achieve in life. For example, 90% attendance might sound quite good but what it really means is...

- Your child is absent for lessons for the equivalent of one half day every week
- In one year, 4 whole weeks of lessons are missed
- If your child continues to attend for only 90% of the time, in 5 years, he, or she, will miss half of the school year.

## **Rewards, rewards, rewards!**

To encourage good attendance, every week, we present an attendance cup to the class who has the best attendance in Key Stage 2 and an attendance teddy for Key Stage 1. Each child receives a raffle ticket on a Friday if they have been in school every day during that week. At the end of that term we have an individual attendance prize giving assembly where the tickets are drawn and prizes awarded. Every class in the school are awarded points which are totalled at the end of the school year and the winning classes in each key stage receive a fun day on the field. Badges are awarded each half term to every child who maintains 100% attendance with bronze, silver and gold badges given for 100% attendance for the whole term.

## **Children who do not attend school regularly often have the following problems:**

- They are not able to keep up with their work
- Children who arrive after 8:50am miss important parts of the lesson and disrupt the learning of other children in the class

This is why De Bohun Primary School is making good attendance a school priority. By improving our attendance rates, we will improve the standards that our children achieve and provide them with better chances in life. We can only do this with your full support.

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## How parents and carers can help:

- Work together with us
- Send your child to school every day, on time, unless they are genuinely ill and unable to attend.
- Avoid taking your child out of school for holiday during term time
- Make sure that all appointments are made outside of school hours whenever possible. If this is not possible please make appointments at the end or beginning of the school day.

## What will happen if my child is often absent from school?

- The school monitors the attendance of all children
- If your child begins to show poor patterns of attendance, we will contact you by letter to address any concerns.
- If absence continues, you will be invited to discuss the reasons for your child's absence. The Education Welfare Officer will be invited to attend.
- If necessary, a referral will be made to the Education Welfare Service and the absences investigated further.

