



CLARENDON PRIMARY SCHOOL

Together we shine



Attendance Policy

Reviewed:	Curriculum Subcommittee
Agreed (FGB):	Spring 2025
Next Review Due:	Autumn 2028

Headteacher:
Mrs V. Chatterjee



ATTENDANCE POLICY

At Clarendon Primary School we believe that children can only learn effectively if they attend school regularly. It is important too, that children arrive and leave school on time. It is equally important that children should not be at school if they are unwell.

Clarendon Primary School is a safe and happy school. Children learn best when they are happy and relaxed and feel safe. All staff show concern and care about each child's welfare.

As attendance is crucial to effective learning and the continuity of learning experiences school places great emphasis on this in its communication with parents.

The school day commence at 8.40am with the register being closed at 8.50am.

Communication

Information on lateness, illness and absence is given to parents in the School Prospectus & available in the Attendance section on the school's website. This highlights the importance of being at school on time and parents notifying school if their child is absent for any reason.

At the pre-school induction & meet the teacher meetings, held each year for all children, the importance of regular attendance is discussed and explained. This talk also includes parents and children arriving at school on time so that each child can be given the best possible start to each school day. Being picked up on time is also stressed, especially for young children who can be very upset if they are the only ones left at the end of the day.

All families in school have signed a parenting agreement to say that they understand the importance of attendance and that they will adhere to our school policy. It also states that they will ensure that their child arrives in school on time each day. New families who join school are also asked to read and sign this.

Parents are asked to share any worries their child might have with school. Sometimes little things can upset children which means they become unhappy, and may not want to come to school. A strong partnership between school and parents ensures that any communication shared is done so in the best interest of the child.

Children are also admitted to school at various times of the year, and into various year groups. All parents requesting a place are asked to attend an appointment with a senior member of staff or the Learning Mentor. At this meeting the importance of regular attendance is always highlighted along with other school routines.

By law, schools must record absences and the reasons given. If a child cannot come to school because of illness, parents must contact school before 8:30am, and EACH subsequent day of absence thereafter. If a parent fails to inform the school as to why their child is not in school this will be recorded as an unauthorised absence. School has the right to investigate absences further, especially if there is cause for concern. If a child is absent from school and we have received no notification as to the reason why, every effort will be made to contact an appropriate adult. When contact is made with parents the school will determine if the absence is authorised or unauthorised; if no contact is made it will be assumed that the child is absent without permission. The school will only authorise a medical absence if the circumstances are unavoidable and has

the right to request medical evidence if a parent rings the school to confirm their child is unwell, or if there is cause for concern.

School processes

Attendance is monitored closely by Administration staff, Teachers and is overseen by the Deputy Headteacher for inclusion, who can be contacted via the school office.

If a child is regularly late for school or is often absent from school, the Learning Mentor contacts the parent concerned to have an informal discussion about this and to outline a plan moving forward. If poor attendance persists the following procedure is followed:

- Letter issued to parent/guardian highlighting concern and a meeting arranged with Mrs Claire Cairns, Deputy Headteacher;
- Home visit may be scheduled to establish what life is like at home and to identify any barriers that prevent the child coming to school on time;
- Early Intervention Officer is contacted who visits the parent/guardian.

Individual children with an attendance percentage below 90% fall into the 'Persistent Absentee' category and the school has a responsibility to reduce the number of children whose attendance is below 90% over the school year. When a child's attendance drops below 90% the Learning Mentor will investigate the reasons for this and if necessary will highlight any concerns to parents in an arranged meeting. The Early Intervention Team (an external Local Authority Team) may also be contacted and asked to work with the family. If attendance still doesn't improve, another meeting will be held, whereby school will ask parents to agree to targets and sign a contract to say they will improve their child's attendance. School may also offer the family support through the Early Help process. This is done with the family to improve attendance and any other concerns identified. Staff in school keep records of all contact made with parents regarding attendance. This information is kept on CPOMS & BROMCOM.

Attendance is looked at regularly and patterns of absence identified. Once a child has reached 8 unauthorised sessions (the morning and afternoon are separate sessions) of absence, school will issue a warning notice. If the child is then absent for a further two sessions (10 in total) a Penalty Notice will be given. Penalty notices are issued in line with Government legislation. Information can be found on the School Website or the Department for Education Website.

Holidays

Government legislation stipulates that headteachers are not able to authorise absences from school for holidays, extended leave etc. The headteacher will not grant any leave of absence during term time unless there are exceptional circumstances. Exceptional circumstances are not:

- Relatives coming to stay
- Cheaper holidays
- Family day trips
- Visiting family / friends abroad – who are poorly
- Shopping
- Birthday treats

Any unauthorised leave of absence which is more than 10 sessions (5 days) will trigger a penalty notice. The penalty notice will be issued to each parent for each child. Children who have more than 20 days of unauthorised absence will be recorded as 'Missing from Education' and could lose their place in school.

Late collection of children at home time

Repeated failure to collect children from school on time is a form of neglect. Children **must** be collected at 3:30pm prompt each day. School gates open at 3:20pm for parents / carers to wait at their child's allocated collection point. If parents / carers are unable to collect their child on time, they should arrange for another appropriate adult to collect their child as long as this adult knows the set password, and inform the school beforehand.

If a child is not collected on time they will be looked after by their teacher / member of the Admin team until their parent / carer arrives. School's inventory system will be used to keep an electronic log of those children who are collected late and the time when they are collected. The following penalties will incur for parents/carers of children who are persistently collected late.

Incident	Penalty
First occasion	Warning issued by teacher/Office staff.
Second occasion	Warning issued by Deputy Headteacher/ Learning Mentor
Third occasion	Warning letter issued by Headteacher
Fourth occasion	Charge incurred (see below)

Charges

End of School = 3:30pm	3:35pm to 3:45pm	3:45pm to 3:55pm	3:55pm to 4:05pm	4:05pm to 4:15pm	4:15pm to 4:25pm	4:25pm to 4:35pm	4:35pm+
	£5 charge	£5 charge	£5 charge	£5 charge	£5 charge	£5 charge	£5 charge every 5 minutes
For every 10 minute window entered into an additional £5 will be added to the charge. If the time exceeds 4.35pm the rate will increase to £1 per minute. As an example, if a child was collected at 3:52pm then the total charge would be £10; if a child was collected late at 4:31pm then the total charge would be £30;							

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