



Pilgrims' Way Primary School

Pilgrims' Way and South Bermondsey Children's Centres

Manor Grove, London, SE15 1EF

ATTENDANCE POLICY

SCHOOL AIMS

- Support for Pupils – To ensure a broad and balanced curriculum that provides children with the best possible learning opportunities and experiences.
- Ethos – To provide a welcoming, safe and caring environment in which each pupil is valued and supported.
- Partnership – To build and maintain effective partnerships between the school and its parental body, external support agencies and the wider community.

THE SCHOOLS EXPECTATIONS

From pupils:

- they will attend school regularly
- they will arrive on time, appropriately dressed and prepared for the day

From parents:

- they encourage their children to attend school
- they contact the office between 8.30 & 9.30 whenever their child is unable to attend or speak to the Attendance Officer
- they ensure their child is appropriately dressed, taking account of school dress code
- they ensure their child arrives in school well prepared for the school day with homework completed

Pupils and parents can expect the following from the school:

- regular, efficient and accurate recording of attendance and time keeping
- contact from the school when a pupils fails to attend on first day of absence
- early contact with parents when a pupil fails to attend without good reason and there is a pattern of absences or an excessive number of absences or lateness
- immediate action on any problem notified to us, in confidence if necessary
- positive measures to encourage good attendance
- a high quality education
- when a child's attendance approaches 90% or below, the Attendance Officer and a member of Senior Management Team meet with family to discuss issues regarding attendance

POSITIVE MEASURES TO ENCOURAGE GOOD ATTENDANCE

- registers will be completed accurately at the start of each day
- daily monitoring of registers by Attendance Officer
- regular monitoring by HT on attendance and punctuality
- certificates to classes with termly 100% attendance
- certificates to pupils with annual 100% attendance
- A discussion with HT & Education Welfare Officer where attendance falls below 90% parents. Regular reviews and meetings with parents.



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PUNCTUALITY/LATENESS

We lay a great deal of importance on the need to arrive in school on time. All children who arrive in school after the 9.00am are to be registered as late. Procedures to be followed in the case of persistent lateness may involve the Education Welfare Officer. The Attendance Officer runs a lateness panel everyday where parents must explain reason for lateness. Families having 3 lateness in a row will be asked to attend a meeting with the Attendance Officer and a member of Senior Management Team.

MEDICAL APPOINTMENTS

Where a child misses more than half the morning or afternoon because of medical appointments this will be recorded as "authorised absence" in the register. A medical appointment letter should be given to the Office for absence.

RESPONDING TO NON-ATTENDANCE AND THE PROCEDURE FOR LATENESS

1. If no note or telephone call is received from parents, the school will contact the parent or carer via text messaging or telephone call. If there is no response a letter will be sent from the office or a telephone enquiry made.
2. In continued non-attendance or lateness, the Education Welfare officer will be alerted by the Attendance Officer and home visits will be carried out.
3. In the most extreme circumstances a referral will be made to the Local Authority.

PARENTAL REQUESTS FOR HOLIDAYS DURING TERM-TIME

No Permission will be granted for family holidays during term time.

Holidays may be granted in exceptional circumstances for example where:

- the holiday is important for the well-being and cohesion of the family following serious or terminal illness, bereavement or other traumatic events

RESPONSIBILITY

In order for this policy to be successful every member of the school community must make attendance a high priority. We must share our enthusiasm for education and communicate its importance to pupils and all members of the school community.

This policy was agreed on 22nd February 2017

To be reviewed February 2018

Signed: Date:
Juliette Young – Chair of Governors