

**Attendance Strategy**

## (This policy has been written in conjunction with CLT)

***Review date: September 2022***

***Agreed & Ratified: September 2021***

**CONTENTS**

## Introduction

1. **Associated Policies and Procedures**

## Monitoring, Reviewing and Evaluating our Practice

1. **Principles**

## School Procedures

* 1. **Proactive School systems**

## Tracking, Monitoring and analysing Attendance

* 1. **Safeguarding**

## Lateness and Punctuality

1. **Referral to the Early Intervention Services**

## Children Missing Education

1. **Staff Training**

## Future Developments

1. **Appendix A – Home School Books Extract**

## Appendix B – Attendance Interventions

1. **Appendix C – Roles and Responsibilities**

## Appendix D – Procedures for Primary Pupils

1. **Appendix E-­‐ The Attendance Team at Avanti Court Primary School**

## Introduction

The school operates a unique approach towards improving levels of attendance and works in partnership with both our pupils and their families, in order to ensure that school attendance is the best that it can be. We recognise that good attendance can be influenced by a number of factors, and these are as follows:

* + Emotional wellbeing, self-worth and self-esteem of our pupils;
	+ Relationships at different levels, extending into the home environment;
	+ Pupil attitudes and engagement in their learning;
	+ Behaviour management systems which are employed to motivate pupils for good or better attendance levels;
	+ Staffing structures within schools;
	+ Pupil and/or family awareness;
	+ Tracking and monitoring systems;
	+ Health;
	+ Responses and consistencies in approaches;
	+ Ethos and culture of the organisation.

We believe that all pupils will only achieve academic excellence, character development and spiritual enlightenment, if they attend school on a very regular basis. Taking into consideration the above key factors and by adopting a *proactive, personalised and holistic* approach, specific interventions are carefully planned in order to address any attendance issues in a timely manner.

## Aims and Objectives

Regular attendance and punctuality are top priorities for the Trust, the school and the staff. We hope to achieve 97% attendance, which is above the current primary national average, for all pupils. We realise that for our pupils to achieve a good standard of academic and social success they need to attend school on a regular basis. We also understand that we need to work closely with families and outside support agencies in order that our policy is successful.

## The Law

**A child of compulsory school age who is registered at school must by law attend regularly. Only schools can authorise the absence of a registered child. (Education Act 1996, Section 444 as amended by Section 82 and 109 of the Education and Inspection Act 2006)**

## Associated Policies and Procedures

This strategy should be read in conjunction with other closely associated policies and procedures: Child Protection and Safeguarding;

Teaching and Learning Policy;

SEND Policy – Special Educational Needs; Health and Safety;

Anti-bullying and Cyber Bullying; Home School Agreement;

Redbridge Children’s Services Attendance Strategy Keeping Children Safe in Education

Avanti Court Primary School-Home School Contract

Our approaches towards attendance are also reflected in the following:

* Staff Behaviour Guidance Pack;
* Staff/Pupil Induction Process;
* Pastoral care meetings (e.g. CIN: Child in Need Meetings-Inclusion team

## Monitoring, Reviewing and Evaluating our Practice Everyday Practice

Associated procedures will be reviewed as an integral part of our everyday practice and this is reflected in the following:

* Pastoral care meetings;
* Attendance monitoring;
* Senior Leadership Team meetings;
* Staff Meetings;
* Parent/guardians/carers meetings;
* Assemblies;
* Our approaches towards the curriculum.

Information from the above will be reviewed on a regular basis and feeds into all aspects of teaching and learning and the continued professional development of all staff.

When changes occur to either statutory or non-statutory guidance, the Lead Professional is expected to bring these changes to the attention of the Headteacher and the School Stakeholder Committee for their consideration. Any further adaptations are consequently included and brought to the attention of all stakeholders.

All members of staff have clear responsibilities and roles with respect to attendance (see Appendix C).

## Principles

This Attendance Strategy aims to develop in our students an acceptance of responsibility for their own attendance as they mature and grow. It also identifies ways in which we endeavor to remove barriers to ensure good or better attendance.

We seek to create an effective learning environment in the school, which encourages good attendance at all times, by promoting:

* The pupils’ self-esteem and self-worth;
* Healthy lifestyles;
* Self-reflection and taking ownership where possible for their levels of attendance;
* Positive relationships based on mutual respect;
* Respond consistently and calmly to positive or negative behaviours.

We seek to support this process of personal development by ensuring that:

* Our systems are proactive in their approaches and demonstrate early intervention and prevention strategies;
* We create a safe and caring learning environment which is free from disruption, violence, bullying and any form of anti-social behaviour and is a ‘fun’ learning environment for all;
* We work in partnership with our parents/carers and local community to develop a shared approach towards improving or supporting good or better attendance.

## School Procedures

* 1. **Proactive School Systems**

*Behaviour for Learning Policy*

The school has a unique approach towards behaviour management and this supports the development of pupil ownership at all levels.

*Home School Communication*

The school’s communication with parents will alert parents/carers as to how they can support good or better attendance. Communication will also encourage self-ownership and a growing self-awareness.

*Parent/carer Support*

Parents/Carers are supported not only at an individual level, but also in a more collective manner as a whole school. Parents/carers can speak to all members of staff regarding any concerns they may have about their child; however, the school tracks attendance daily. Regular newsletters, parent workshops and updates, also act to support parents/carers with their child’s attendance.

*Pupil Support*

Attendance is tracked on a daily, weekly and half termly/termly basis. School Ambassadors meet regularly and discuss any whole school or individual issues that are arising, which could impact on attendance. Individual support is offered to children our intervention programmes and personalised learning/IEP and group learning plans. Support materials are also distributed to all staff to aid effective learning and engagement for all pupils who have any additional needs.

*Whole School Developments*

Whole school approaches towards teaching and learning, which act to engage all pupils on their learning journey, are also in place.

## Monitoring, Tracking and Analysing Attendance Data

Attendance is monitored, tracked and analysed by our Office Manager (Attendance Officer), through Inclusion Team meetings, by the Educational Welfare Officer and as an integral part of our daily, weekly, half and termly practice. Individuals and specific groups of learners are identified and interventions to support good or better attendance are implemented (see Appendix B).

## Safeguarding

All pupils who are registered on the schools Child Protection Register are monitored and tracked on a daily basis.

## Lateness and Punctuality

The school works in a proactive manner with our pupils and families and recognises that persistent lateness to school impacts very negatively on a child’s learning, however, the school also recognises that there will be occasions where this may be unavoidable due to external factors or family issues. The school will work with all families on an individual basis, in order to address any concerns surrounding punctuality. The impact of actions are tracked via the schools Attendance Team / Inclusion Team meetings on a regular basis.

Persistent lateness does not constitute full school attendance (Section 444 of the Education Act, 1996). The school day begins at 8:30am and pupils are required to be in school at their seat by 8:30am. The morning register is closed at 09:00am Children arriving after the opening of the register up to and including the 30th minute will be marked as being ‘late’ and those arriving after the 31st minute will receive an unauthorised absence. All pupils arriving late have to be signed in.

In cases of lateness after the close of registration this will be deemed as unauthorised absence and a penalty notice for persistent lateness can be requested by the Headteacher if a child is late for 7 unauthorised lates in any one half term.

Both the School and the EWO monitor punctuality. The EWO may undertake a ‘late gate’ with agreement of the Headteacher.

## Exceptional Circumstances and Special Consideration for Late Arrivals/School closure

 **Adverse weather and/or travel conditions**

In the event of severe weather conditions, we have to consider key issues to make judgements about school closure. Closing the school is the very last option for us. We know that for working parents when the school has to close this presents problems with regard to childcare, so the decision will not be taken lightly.

We have to weigh up many different risks regarding travelling to school, site safety and pupil supervision on site. Maintaining the level of learning is extremely important, but we have to balance that against the risks to our pupils and staff.

We will monitor local weather reports and liaise with our staff members in outlying areas to assess the travel conditions that might be affecting those who come to school by car and bus.

We will assess if we have sufficient numbers of staff on site to allow us to effectively supervise over 700 pupils.

If a pupil arrives late (after the registers close) due to adverse weather the Headteacher will make the decision to how this is recorded in consultation with the Educational Welfare Officer.

**To keep you informed:**

We will send an email to all parents and staff if we are unable to open and will do this as soon as we can make a reasonable assessment of the conditions.

We update the website banner if we are unable to open.

## Referral to the Early Intervention Services in accordance with Local Authority Guidance and Legislative Guidance

If attendance patterns demonstrate cause for concern and school actions are having limited impact, the school will seek the advice of the EWS (Educational Welfare Service). If needed the school will complete a Common Assessment Form (CAF), in order to ensure a multi-disciplinary approach towards any attendance concerns. The formulation of a CAF could possibly result in warning letters to parents/carers of prosecution and the preparation and presentation of prosecution files to a court for non-attendance if attendance does not improve. If a child is absent without good reason (unauthorised absence), for a period of ten school days, or they demonstrate patterns of poor attendance the school will inform and work in partnership with the local authority and associated agencies to address any issues.

## Children Missing Education

**Student leaving the school but future provision not known**

In some circumstances, parents/carers tell a school that they are withdrawing their child but are unable or unwilling to say where or how their child will continue his/her education. For example: the family might be relocating but be unable to secure a new school place for the child in advance. It is important that our families get the support they need to secure their child’s education and in this instance, the school will inform the local authority as soon as possible of the impending departure, in order that appropriate arrangements are put into place and where appropriate, the authority will inform the pupils’ home-authority. Once the pupil has completed his/her final day, the school will follow local authority procedures with respect to the safeguarding of the child.

## The Policy on Leave

‘Leave’ in relation to a school means leave granted by any person authorised to do so (the Headteacher of the school. The Headteacher will only consider authorising an absence during term time where an application has been made in advance by completing a Request for Leave of Absence During Term Time form and where s/he is satisfied that there are exceptional or special circumstances to justify the request.

Requests will **not** be granted for the purposes of a holiday or to attend a wedding.

Leave of absence will be granted sparingly if there are special considerations and will not normally be granted for more than 3 days per school year for any pupil (as advised in the Redbridge attendance policy).

## Absence Procedures Authorised

Absence will be treated as authorised if:

* the pupil is absent with authorised leave (defined as ‘leave granted by the Head of School or the Headteacher’)
* the pupil is ill (medical evidence required for 4 days or more) or prevented from attending by any unavoidable cause
* the pupil is attending a medical/dental appointment that cannot be arranged outside school hours
* the absence occurs on a day set aside for religious observance; if extended days are taken these will be unauthorised and liaison may be necessary with faith leaders of the Redbridge Faith Forum
* the pupil is attending an interview for a place at another school
* the pupil is participating in an approved public performance or sporting activity which are not deemed detrimental to the child’s education
* the pupil has been temporarily excluded from school

## Unauthorised absence

Absence will be treated as unauthorised if:

* no explanation is forthcoming from the parent
* the school is dissatisfied with the explanation
* the pupil is absent for an unexceptional special occasion
* the pupil is away from school on a family holiday

## Sanctions for an Unauthorised Leave of Absence

A Penalty Notice may be issued for unauthorised leave of holiday absence after the third day of absence. The London Borough of Redbridge following discussions with the Headteacher in accordance with the Local Authority Code of Practice will issue it.

If issued, this will incur a fine of £60.00 per child per parent being imposed, if paid within 21 days of receipt of the notice, rising to £120.00 per child per parent if paid after 28 days but within 42 days of receipt.

There is no statutory right of appeal against the issuing of a penalty notice. In cases where unauthorised leave of absence exceeds 20 days or more but where there has been contact with the family, the school will advise the EWS immediately in order that steps can be implemented. (The EWS will have a checklist of requirements before a pupil can be removed from the school roll.) In cases where unauthorised leave amounts to 10 school days and there has been no contact with the family, the school will complete a CME form and submit it to the pupil’s home local authority.

## Failure to return after extended leave

Schools can only delete pupils who fail to return on the date they were expected back from extended leave **if they fail to do so within 10 school days**. However, the school must check that the pupil does not have a good reason for their absence, such as disrupted travel arrangements or illness, before attempting to delete the child from the register. The school and the local authority will make reasonable enquiry to locate the pupil before the deletion is made.

If the pupil has a good reason to be absent, he/she will be marked authorised absence using the relevant Attendance Code. If, in the school’s view, the pupil does not have a good reason, the parents/carers will be reminded of:

1. the date the school said it expected the pupil to return;
2. the parents’ responsibility to ensure that the child attends school regularly;
3. the possibility of legal sanctions against the parents/carers;
4. the possibility of the school deleting the pupil from the school roll; and
5. that the pupil must be marked unauthorised absence.

If, after making reasonable enquiry, the school is unable to contact the parents/carers or has any concerns about the pupil and his/her welfare, it will seek assistance from the local authority.

The outcome of both the school’s and the authority’s attempts to trace the pupil will dictate the next steps. If we are unable to find the pupil, the school will refer the case to the appropriate agencies. The school will delete the pupil from the school registers and, if it does so, it will transfer the student’s information to the Lost Pupil database, as a safeguard against the child missing his/her education. If the pupil is located, the school will take steps to address the reasons for the pupil’s failure to attend, accessing support for other agencies where appropriate.

## Term Time Holidays

Avanti Court Primary School takes into consideration the faith element of our school and this is reflected in our school calendar. The school does not endorse holidays being taken during term time, unless it is an emergency, which can be clearly confirmed by another, professional.

## Staff Training

Staff will have access to appropriate training and development sessions, in order to ensure that all members are able to support good or better attendance in a proactive manner.

This policy should be read in conjunction with the latest published document of ‘Keeping children safe in education, Statutory guidance for schools and colleges and all the school’s safeguarding policies and procedures which can be found on the school website.

## Appendix A

**A note to Parents**

 The Importance of Good Attendance If children do not attend school regularly they will:

* + Experience difficulty in keeping up with their learning
	+ Miss out on a variety of activities
	+ Not be fully prepared for any school tests
	+ Find it difficult to keep their friendships

We expect our children to attend school regularly and we will work with you, to ensure this is the case.

## IT IS ONLY A FEW DAYS!

An attendance rate of 90% or above sounds impressive over the year, however, it actually means that your child only attends school 4.5 days out of every 5 days. If this continues up to the end of secondary school, they will have missed half a school year! How do you think that will eventually impact on their exam results and their life chances?

## What to do if my child is feeling under the weather?

1. Tell a member of staff if they come into school.
2. Remember, they may need to visit a doctor if their symptoms are severe or get worse.

## Question?

Can my child attend school if they are complaining of some common ailments e.g. slight cold or tummy ache?

Have a look at the **attendance table**; there is plenty you can do to prevent both your child and others from becoming unwell.

## Attendance Table

|  |  |  |
| --- | --- | --- |
| **Condition** | **Helping your child to attend school** | **Can my child attend school?** |
| Colds/Flu | -­‐Make sure they learn to put their hand over their mouth when they cough or sneeze.-­‐Encourage them to wash their hands regularly.-­‐Encourage them to dispose of any used tissues hygienically – put them in a bin or down the toilet.-­‐Make sure they eat a healthy diet.-­‐You can give them different medicines to help clear a nose or soothe a sore throat. | Yes. Your child can attend school providing they do not have a high temperature or any other symptoms i.e. severe muscle cramps, high temperature, rash.Let your class teacher or a member of staff know that they are not feeling very well. |
| Coughs | -­‐Cool drinks to soothe the throat.-­‐Take medicine to help soothe the cough. | Yes. Your child can attend school, but make sure they see a doctor if the cough worsens or has difficulty with breathing. If the cough does not clear up after 6 weeks see a doctor. |
| Earache, Migraine and Headaches | -­‐Your child may be sensitive to certain foods – talk to your GP or Nurse.-­‐Do not allow your children to spend too much time straining their eyes i.e. too much television or computer work.-­‐Take them for an eyesight test if they have not had not one for a while.-­‐Get some medication from the chemist. | Yes. Your child can attend school, but do let your class teacher know who will keep a close eye on their progress. |
| Stomach Ache | -­‐Encourage your child not to miss their meals and to eat regularly.-­‐Do not allow them to eat too much of anything, especially things like sweets.-­‐Do things that will relax your child, as stomach aches can be caused by themfeeling tired or could be an indication that there is something worrying them. | Yes. If you know what is causing your child’s tummy ache and they have no other symptoms and have seen a doctor or nurse. **ALWAYS refer to a doctor if their stomach hurts in one specific place.** |

**Appendix B – Attendance Interventions**

## Attendance Interventions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Attendance Percentage** | **When** | **Action** | **Templates** | **Who?** |
| Weekly % | Weekly | * Office to provide weekly attendance certificates
 | * D1.%

Certificate | CLT |
| 100% | Termly | * Certificate and Excellence letter home.
* Office to provide 100% attendance list to the Headteacher.
* Certificates distributed in whole school assembly.
* Entry into prize draw to win a book voucher
* 100% badge awarded in assembly
* Ambassador termly reward
 | * 100%

Certificate* D2.Letter
 | Head teacherAmbassador lead |
| Attendance patterns demonstrate movement/ change in attendance levels. | Termly | * Congratulatory letter home.
 | * D3.Letter – movement from one category to another.
* Categories:

-­‐**Red to Amber****-­‐Amber to Green****-­‐Green +** | Headteacher |
| Red and Amber letters | Termly | * Letters (rag-­‐rated) which are colour coded are sent home on a termly basis to inform parents of their child’s attendance if it is a cause for concern
 |  | Admin Officer |
| General absence | Weekly reviews | * Tracking of attendance at CIN meetings: linking
 | * Invite letter for parent/ carer
 | Headteacher/ Inclusion Manager/Head of |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (not including holidays take in term time) |  | behaviour and attendance to learning and safeguarding.* Pupils categorised and tracked according to absence levels:
* Tracking of unauthorised absence.
 | to come into school from the EWO.Targets and interventio ns set with parent/care r. | Year/key members of staff as required. |
| Absence due to term time holiday -­‐ unauthorised | Weekly reviews | * Letter from Headteacher
* If more than one occasion, Parent/carer invited into school to meet with Principal.
 | * D4. Letter
 | Headteacher |

**Appendix C Roles and Responsibilities**

## Roles Families of children at the School should:

* ensure that their children arrive at school on time for 8.30 am, appropriately dressed and ready to learn
* ensure that their children attend every day unless they are unwell or have another authorised absence
* ensure that the school is notified if their child is absent or is about to be absent from school and give reasons for this. This should be done on the morning of first day of absence before 10am and every day thereafter.
* avoid arranging medical/dental appointments during school hours where possible
* not take term time holidays
	+ Not take leave to attend weddings during term time

## The role of the Trust

* + - The policy is reviewed annually.
		- Attendance and Punctuality is a school priority
		- Appoint an Attendance Lead who will monitor attendance regularly in the school.

**Head teacher or Deputy**

* + To oversee the strategic direction and associated practice on attendance
	+ Grant leave during term time in accordance with the principles and procedures outlined in this policy
	+ Ensure that school procedures follow local authority/government guidance and policies.
	+ Meeting regularly with the inclusion team, SLT for updates on pupil attendance
	+ To report to the School Stakeholder Committee and the LA/DfE as and when required.
	+ Ensure that all personnel are trained on Safeguarding, the Prevent Strategy and other relevant training to comply with Keeping Children Safe in Education 2016.

**Inclusion team**

* + To ensure attendance procedures are current and up to-date and reviewed on a termly basis, as an integral part of the safeguarding audit.
	+ To support the school leadership in compiling, implementing and reviewing the Attendance Strategy. Ensuring all interventions are acted upon as agreed by all staff involved with attendance.
	+ To track, monitor and analyse attendance on a daily, half termly, termly and yearly basis and to include different groups of learners.
	+ To work with the office staff to ensure that all data is managed effectively and any data is fit for purpose i.e. analysis of trends with different groups of learners, follows procedures and adheres to safeguarding requirements and DfE legislation.
	+ Meet, or have contact, regularly with the Education Welfare Officer (EWO) and inform the class teacher as appropriate to monitor attendance and related issues.
	+ Prevent radicalisation – protecting children from radicalisation forms part of the school’s safeguarding policy

## The role of the Attendance Officer:

* Maintain registers, taken twice each day - All registers are electronically recorded and are available for the Education Welfare Officer and for use in Child Protection cases.
* To contact all families who fail to notify the school of their child’s absence on the first day of absence this includes the families of Nursery pupils (Day 1 absence).
* To contact all families who fail to notify the school of their child’s absence every day thereafter – including the extended family list (Day 2 absence).
* A record is kept of each pupil who arrives late and the reason noted.
* Will notify the EWO/Headteacher of any concerns.
* To liaise closely with the school Education Welfare Officer who visits regularly.
* To contact EWO by telephone where there are significant on-going concerns.
* To give weekly attendance data to the Headteacher for monitoring purposes.
* To notify the safeguarding team of absences of vulnerable pupils on a daily basis.
* To provide half termly attendance lists to all class teachers for monitoring purposes.
* To produce weekly class certificates for celebration of attendance in the whole school assembly.
* To send out letters each term to families whose children’s attendance falls below 94% where there is no justifiable reason
* Proforma letters are sent to families whose child has had an unauthorised absence or persistent lateness.
* Record and monitor lateness
* All significant absences are followed up by Administrative staff or the Education Welfare Officer either by letter or visit.
* Complete any attendance data required by the Local Authority/Education Welfare Officer
* Reward good attendance

**Office team**

* Registers are checked accurately according to the attendance guidelines provided by the inclusion team.
* The ICT attendance module (SIMS) is up to-date and provides relevant attendance data from when required.
* Any delegated person/s liaises with the inclusion team regarding attendance issues and provides the necessary data to monitor and track attendance as requested
* Termly and annual summary printouts of attendance are supplied as and when requested
* Those children arriving late and after the close of registration are recorded on the school attendance system
* Those children leaving or returning the premises during the day other than at the usual times e.g. medical appointments or other authorised circumstances are recorded on the school attendance system
* Registers are taken at the agreed meeting point outside the school building in event of an emergency evacuation and in line with procedures
* Teachers are clear as to their responsibilities over the maintenance of registers and other attendance issues
* All associated intervention strategies (see Appendix B) are carried out
* Prevent radicalisation – protecting children from radicalisation forms part of the school’s safeguarding policy

## Teachers will:

* Ensure registers are recorded accurately after close of registration in the morning and afternoon, as defined by school procedures
* Inform the inclusion team and SLT of any concerns regarding attendance
* Make themselves aware of patterns of non-attendance and lateness and inform the inclusion team of any concerns.
* Prevent radicalisation – protecting children from radicalisation forms part of the school’s safeguarding policy

## The Responsibilities of the Education Welfare Officer

We have an allocated Education Welfare Officer who visits the school on a fortnightly basis. When the Education Welfare Officer (EWO) visits the school he/she will:

* identify pupils who are experiencing attendance difficulties; this will include the regular examination of attendance registers
* agree on a focused, time-limited action that needs to be taken by the school and/or the Education Welfare Service (before accepting a referral the school will have first undertaken some preliminary work themselves)

Templates D1



# Weekly Attendance Certificate

Class:

# Your weekly attendance last week was: %

Our target is 97% and above!

Template D2



XXXXXXX 2018

Dear XXXX,

I am delighted to inform you that your daughter: XXX has been awarded a £10.00 gift voucher to spend on books in recognition of her 100% attendance for the whole academic year of XXXX. May I take this opportunity to thank you for encouraging XXX to have such exemplary attendance this year.

Have a wonderful holiday and enjoy sharing books with XXX over the XXX holidays.

Regards,

Mrs Walters Headteacher

Template D3



Dear XXXX,

I am delighted to inform you that since our meeting on: XXXX regarding your child’s attendance I can see a positive improvement. XXXX attendance at the end of XXXX was XX% and is now XX%. May I take this opportunity to thank you for encouraging XXX to improve his/her attendance.

Regards,

Mrs Walters Headteacher

D4



**Personal**

XXX 2018

Dear XXX,

**Child’s name: XXX (25.11.2009) Class: XXX**

Thank you for your letter dated XXX 2015 requesting that I grant absence for your children to attend holiday in XXX from XXX to XXX 2015. Unfortunately, as a school I cannot authorise absence during term time unless the circumstances are exceptional.

As you are aware at Avanti Court Primary School our view is zero tolerance on taking children out of school during term time. This has such a serious impact on every child’s education that with the exception of sickness Avanti Court Primary School will not tolerate any unauthorized absences being taken during term time.

Please note that as you had decided to take your child out of school during term time this will be coded as an unauthorised absence and a penalty notice of £120.00 could be issued to each parent for each child’s absence, (reducing to £60 if paid within 21 days) to The London Borough of Redbridge. Please also, note that the unauthorised absence will be recorded on your child’s school record.

If you have any further queries please do not hesitate to contact me.

Yours sincerely,

Mrs Walters Headteacher

D5



Dear Families,

I am writing this letter to inform you that your child’s attendance is currently **below 90%** which is below our school target of 97% and above. This means that your child is known as a **Persistent Absentee**. If over 5 academic years your child has attendance of 90% she/he will have missed a **half of a school year**, which is a lot of **lost** education.

As you are aware we are in the lowest 10% of schools nationally for attendance-this is not where we want to be as a school. Ofsted will not give the school a good grading unless we improve attendance across the school.

As your child’s attendance is **very low** it will be monitored by the school and the Educational Welfare Officer and you may be invited to a meeting to discuss your child’s attendance.

Of course if there is anything we can do to support you to raise your child’s attendance please do not hesitate to contact me.

I know that you want your child to have the best possible attendance at school to support them in achieving the best possible outcomes.

Yours sincerely,

Mrs Walters Headteacher

D6



Dear Families,

I am writing this letter to inform you that your child’s attendance is currently within **90%-96%**, which is below our school target of 97% and above.

As you are aware we are in the lowest 10% of schools nationally for attendance-this is not where we want to be as a school. Ofsted will not give the school a good grading unless we improve attendance across the school.

Please note if your child has 90% for attendance it only takes one afternoon or morning absence to reduce their overall absence to below 90%. If your child’s attendance falls below 90% they are known as **persistent absentees** and their names are forwarded to the London Borough of Redbridge for monitoring by the Educational Welfare Officer.

Of course if there is anything we can do to support you to raise your child’s attendance please do not hesitate to contact me.

I know that you want your child to have the best possible attendance at school to support them in achieving the best possible outcomes.

Yours sincerely,

Mrs Walters Headteacher

E1

The School’s Attendance Team

Mrs Walters-Headteacher

Mrs Sivadasan-Deputy Headteacher

Office Manager and Admin Team

Mrs Dodia- AHT and SENDCo

Ms Sahota-AHT Mrs

Mrs Claire-Admin Assistant

Mrs Gahir-PA to the Headteacher

Mrs Mudhar- School Welfare Assistant

School Stakeholder Committee Member Responsible for Attendance-Mrs Tank Educational Welfare Officer: MS Chaudhry