



Friday 19th January 2018

Redlands Community Primary School
Attendance and Lateness Monitoring Procedures

Following the departure of our Family Liaison and Educational Welfare Office during the last academic year and the recent restructure of our Senior Leadership Team, Redlands have undertaken a review of our monitoring procedures for Attendance and Lateness. Following this we have made the decision that, effective from January 15th 2018, the below procedures will be in place to ensure that we can maintain high levels of attendance and reduce lateness within Redlands. We have reviewed our current procedures and also reviewed information from the local authority and feel that these new procedures will further support Redlands and the children and families we support to work together and achieve excellence.

Should you have any queries please do not hesitate to contact us.

Regards and Best Wishes,

Mr Jon Brown
Executive Headteacher

Mrs Michelle Tobin
Head of School

Mrs Louise Headley
Assistant Headteacher



Redlands Attendance Monitoring Procedures

1. DSAT encourage a minimum attendance of 96%, therefore, if your child's attendance drops below 96% and, after reviewing their attendance we believe it to be a concern, you will receive an initial letter advising of this.
2. The DfE outline that a child is to be classified as a persistent absentee if their attendance percentage drops below 90% a letter will be sent out along with the attendance report to advise that the child's attendance is being closely monitored and further absence may result in the involvement of an Educational Welfare Officer.
 - If the child's reasons for absence are due to holiday the child will be given the remainder of the half term to improve above 90%.
 - If the child's reason for absence is due to illness, medical proof will be requested for each period of illness. The child will be given the remainder of the current half term to improve this.
3. If a child's attendance drops below 80% - a letter requesting a meeting with Mrs Tobin or Mrs Headley will be sent out along with a copy of the attendance report. At this meeting the reasons for absence will be discussed and a plan of action moving forward will be outlined. A timeline will be agreed to improve the child's attendance above 90%.
 - If due to illness – medical proof of all illness will be requested.

Unauthorised Absence

If your child receives an unauthorised absence, without the school being aware in advance, you will be sent a letter requesting the reason for your child's absence. This will be reviewed by Mrs Tobin or Mrs Headley and a decision will be made as to whether this will remain unauthorised. You will be notified in writing of the decision.

Any child who has 5 unauthorised days absence across the academic year will be automatically referred to Pupil Services Court for fine.

Holiday during term time cannot be authorised unless there are exceptional circumstances. Holidays of up to 4 days will not be referred to Educational Welfare Officer but any further unauthorised absences will be added to this total and should the number of unauthorised absences increase to 5 or above, the EWO will be notified. Please note that Holiday requests during term time should be put into writing to Mr Brown and Mrs Tobin in advance.

In all cases where a child's attendance is referred to an Educational Welfare Officer, parents will be notified prior to the referral being made.



Lateness

1. Children who arrive between 9am and 9.30am on two occasions will be sent a letter advising of the schools opening times and the importance of a child being in school on time.
 - If the child is then late again between 9-9.30am – a letter will be sent out requesting a written reason why their child has been late on 3 occasions– this will be reviewed by Mrs Tobin or Mrs Headley and a decision will be made as to how to proceed.
 - Children who arrive after 9.30am on one occasion will be sent a letter requesting written reason for their child’s lateness – this will be reviewed by Mrs Tobin or Mrs Headley and a decision will be made as to how to proceed
 - If the child is late after 9.30am again – a meeting will be requested.

Continued lateness of any nature may result in a referral to Educational Welfare Team at County Hall. In all cases where a child’s attendance is referred to an Educational Welfare Officer, parents will be notified prior to the referral being made.