



# Prince of Wales Primary School

## Attendance Policy

**Date of Policy: Summer 2021**  
**Policy to be reviewed: Summer 2024**

### Statement of Intent

Prince of Wales School is committed to providing a full and balanced educational experience to all pupils.

We believe that if pupils are to benefit from education, good attendance is crucial. As a school, we will organise and do all we can to ensure maximum attendance for all pupils. Any problems that impede full attendance will be identified and addressed as speedily as possible.

Our school will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish and maintain strong home-school links and communication systems that can be utilised whenever there are concerns about attendance.

If there are problems which affect a pupil's attendance, we will investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible.

### Aims

We aim to raise and maintain attendance levels by

- promoting a positive and welcoming atmosphere in which pupils and parents feel safe, secure and valued
- raising awareness of the importance of good attendance
- ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently

Parents should:



- inform the school of the reason for any absence by telephone call on the first morning of any absence using either the message service or speaking to Mrs Jones, our attendance officer.
- **NOT** take family holidays during school term time and be aware that requests for holidays during this time will be refused
- work actively with school staff and the Education Welfare Service (EWS) (if applicable) to resolve attendance problems
- make sure that their child/children arrive on time and in school uniform.

Parents do not have a *right* to take children out of school during term time. Any request for leave of absence to be taken must be made **in writing** to the Headteacher. The application will be considered against the pupil's attendance record, family circumstances and timing with regard to assessments and examinations. If the school is aware that a child is absent from school due to a family holiday and the child does not have good attendance, a penalty notice may be issued by the EWS.

Parents may be prosecuted if their child does not attend school regularly and punctuality. The school has adopted Enfield Council's Fast track system for referring to the EWS if your child's attendance is of a concern. Please see Appendix 1 for a copy of the letter outlining the Fast Track process.

### The Children's Commitment

***I will arrive at school on time and ready to learn every day unless I am too ill to come to school.***

The school will:

- positively support school attendance wherever possible - the promotion of good communication and co-operation between all parties involved will be paramount
- record and monitor the punctuality and attendance of pupils for both the morning and afternoon sessions.
- develop a range of effective strategies to follow up intermittent and long term absenteeism and promote good attendance
- encourage open communication channels between home and school
- follow procedures leading to a formal referral to the Education Welfare Service

### **Registration**

At Prince of Wales School an electronic registration system is used. Pupils are registered in their classrooms by their class teacher.



The school attendance officer is responsible for logging any late marks and ensure registers are available in case of an emergency.

Messages from parents/carers are recorded onto the on-line register and relevant notes regarding a pupil's absence may be stored on the pupil's file and retained for three years.

### **Start and Close of registration**

Registration begins at 8.40 am for KS1 and KS2 and 8.50am for FS2 and registers will be closed 20 minutes after these times.

If a pupil arrives after the above times, they should report to the school late door. If they arrive after 9.00am they should report to the school office to be receive their late mark.

Pupils arriving after the register has closed, without an acceptable reason, will be marked as having an unauthorised absence for that session.

### **Staff responsible for processes**

Our Attendance Officer is responsible for attendance issues and will check the registers on a regular basis to identify any attendance/punctuality concerns.

She will meet with the Education Welfare Officer to discuss any attendance/punctuality concerns.

The administrative team are responsible for ensuring that registers are kept safely and are available for inspection to relevant professionals.

The class teacher is responsible for ensuring that the register is taken twice daily, at the start of the am and pm sessions.

Each pupil should be called by name when the register is being taken.

### **Procedures for following up absence/lateness**

It is the responsibility of the parent/carer to contact the school on the first morning of the child's absence. If this contact is not made then the school will:

- Contact the parent by telephone: if we are unable to reach the parent / carer on the contact numbers provided we will contact the emergency contacts that we hold. If we are unable to make contact through the emergency contact numbers then we may consider seeking advice from the Multi-Safeguarding Hub (MASH) team or the Police on 101 to carry out a welfare check. This is to ensure your child's safety and welfare.



- Write a letter requesting information.
- On occasion, members of school staff will carry out a home visit.

Early intervention is key to promoting good attendance. As soon as a concern is identified, the school will write to parents/carers.

If this letter does not have a positive impact, a second letter (Absence Letter 2) will be sent to the parent/carer, where they will be asked to provide medical evidence for their child's absences. They also may be invited into school to discuss the issue. The purpose of this meeting will be to identify and resolve the difficulties which are preventing the pupil from attending school.

- ◆ Appointment cards/letters
- ◆ Medical certificate
- ◆ Letter from GP

If there is an extensive period of absence due to medical reasons the school or the Education Welfare Officer may ask for the permission of the parent/carer to contact the child's GP to confirm that the medical condition prevents the child from attending school and to establish a possible return date for the child.

If the pupil's difficulties are not resolved at this meeting then a formal referral will be made by the Educational Welfare Officer to the Local Authority's Education Welfare Service. This might lead to a penalty notice being served and each parent will then be required to pay a fine.

### **Strategies for promoting attendance and punctuality**

- Attendance statistics will be produced for each class teacher so that they may set targets for improvement with their pupils
- Prizes will be awarded to classes to achieve the best weekly attendance and individual pupils who achieve 100% attendance every term
- A weekly assembly will highlight attendance and celebrate the winning 'Class of the Week'
- Expectations are made clear to parents with regard to attendance and punctuality in the Home School Agreement
- Parents and pupils will be regularly reminded of what constitutes authorised and unauthorised absence through newsletters, parents' evenings and pupil reports



- Parents will be kept regularly informed of all concerns regarding attendance and punctuality
- All issues, which may cause a pupil to experience attendance difficulties, are to be promptly investigated by the school (bullying etc needs to link with behaviour policy and equal opportunities policies)

**This policy will be reviewed to its effective implementation on an triennially basis and updated as appropriate.**

**Further information regarding the use of Penalties can be found by reading the Code of Conduct for issuing penalty notices by the EWS (November 2017) or accessing the Enfield Council website - [Absence and attendance | Enfield Council](#).**



## **Appendix 1: Fast Track Letter sent to parents / carers**

Please reply to : Education Welfare Service

E-mail : [ews@enfield.gov.uk](mailto:ews@enfield.gov.uk)

Phone : 020 8379 3745

Fax : 020 8379 3337

Date :

**ENFIELD**  
Council



Dear parent/carers,

### **Re: Fast-track to Attendance**

In partnership with Enfield Education Welfare Service, Prince of Wales will introduce the **'Fast-track to Attendance'** scheme for parents who fail to ensure that their children attend school regularly. This is an essential part of the government's drive to improve educational achievement and ensure that all parents fulfil their responsibility to ensure regular school attendance. This letter is being sent to all parents so that the responsible majority are aware of the action that will be taken with respect to parents whose children are missing school. It is also, of course, an opportunity for some to make improvements before becoming involved in the process.

**If your child has good attendance (95% or above), then this process will not apply to you or your child, and you will be receiving this letter for information only. The following will then not apply to you:**

Parents whose children are failing to attend school regularly without good reason can face prosecution within twelve weeks of being informed that improvements need to be made. This can lead to a maximum fine of £2,500, up to three months imprisonment and a criminal record. Alternatively, parents can be issued with a **Fixed Penalty Notice** of £60, rising to £120 if not paid within 21 days. This penalty is also applicable where parents take children on holiday without authorisation from their school's head teacher and where there has been continued late arrival after the school register has closed. Another possible course of action is an application to the Family Court for an **Education Supervision Order**.

In the first instance, you may receive a letter advising you of your child's **overall attendance percentage** and advising you to ensure that his/her attendance improves. If no improvement is seen in the following weeks, you



will be offered an appointment to attend a formal meeting to discuss the matter. If there is still no sustained improvement, you will be invited to attend a **Court Assessment Meeting**, where a decision on legal action will be made.

*During the fast-track procedure, your child's absences will remain unauthorised unless medical evidence is provided should your child be absent through illness.*

### What Can You Do To Help?

1. Ensure that you develop a routine that allows your child to get to school on time in the morning and ready for learning.
2. Make sure your child attends school each day and on time.
3. Praise your child when their attendance is good.
4. If your child is sick or prevented from attending for any unavoidable reason, contact the school on the first day of absence. You may be asked to allow your doctor to provide relevant details of your child's medical records.
5. Speak to the school or Education Welfare Service if your child is reluctant to go to school for any reason.
6. Seek permission from the school, giving details, well in advance if there is an important matter requiring your child to be absent from school.
7. If you receive a letter, about your child's attendance, *do not* ignore it. Failure to cooperate with the Education Welfare Service could result in the matter proceeding to the Magistrates' Court more rapidly.

If you have any worries/concerns please do not hesitate to contact the Education Welfare Service on 0208 379 3745.

Yours sincerely

Sharon Clarke  
Operations Manager  
Enfield Education Welfare Service.

Andrew Fraser  
Director of Schools and Children's Services  
Enfield Council  
Civic Centre, Silver Street  
Enfield EN1 3XY

Phone: 020 8379 1000  
Website: [www.enfield.gov.uk](http://www.enfield.gov.uk)

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