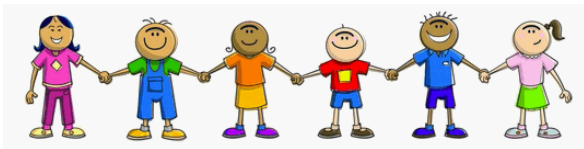


# Attendance Procedures

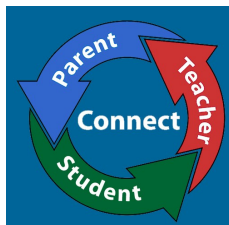
## January 2017

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Good habits are embedded when the children are in Reception and we would encourage all children to attend school even when they are below the statutory age of 5 years old.



We know that we all need to work together on this matter to improve attendance and achievement of all our pupils and we thank you in advance for your co-operation.



**Monks Orchard Primary  
School and Nursery**

Tel: 020 8654 2570

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**Monks Orchard Primary  
School and Nursery**



We value the partnership which exists between Monks Orchard Primary School and our parents/carers and appreciate your ongoing support and regular communication with the school especially with regard to informing us of your child's absence

# Children must attend school punctually and regularly

## Arrival at School

- ◆ Classrooms open for children at 8.50am and children must be in class ready to start their school day by 9.00am.
- ◆ Children arriving between 9.00am and 9.15am are marked as late in the register.
- ◆ Parents who arrive late must accompany their child to the school office to sign in.
- ◆ After 9.15am children are marked as unauthorised absence (Unless a valid appointment has been agreed in advance).



## Absence through Illness

- ◆ If your child is ill for a period of 5 days, we would expect them to have seen a health professional.
- ◆ For illnesses of this length we will ask to see medical evidence, either in the form of a certificate, a photocopy of the prescription or a note from your GP, confirming that your child has been to see them and the reason and length of absence or signed medical appointment card.
- ◆ During periods of prolonged absence or illness we will wish to work in partnership with parents to provide any support, provide work where possible and support children's return to school from illness.



## What to do if your Child is Absent

- ◆ Telephone the school on each day of absence by 10.00am.
- ◆ Where a child is absent for a prolonged period of time (eg. admittance to hospital) parents should discuss this with the school office so that daily phone calls are not made unnecessarily.

## Medical Appointments

- ◆ If your child has a medical appointment of any kind (ie GP, Dentist, Hospital or Optician) please bring in either the appointment card or letter to confirm.
- ◆ For morning or afternoon appointments we would expect the child to be in school for the other half of the day. If you need to take your child out of school to accompany you to an appointment this will be an unauthorised absence.



Attendance below 95% is a concern. Latest government figures highlight the link between attendance and achievement:

Level of Attendance	Percentage of children achieving national expectations in Reading and Mathematics by the end of KS2
100%	92.3%
95-100%	85.6%
90-95%	77.2%
85-90%	68%

## Persistent Absenteeism

- ◆ Where attendance goes below 90% this is categorised as persistent absenteeism.
- ◆ Parents may be required to provide medical evidence when the child returns so that the absence is not recorded as unauthorised.
- ◆ Parents will be notified of this arrangement by letter. You may also be asked to attend an interview at the school with our Education Welfare Officer from 'Team EWO' to discuss the reasons for the absence.

## Unexplained Absence

- \* Any unexplained absences will be recorded as unauthorised.
- \* If we have previous concerns about a child's welfare eg. the child is on the Child Protection Register or we believe could be in danger, we notify Team EWO and/ or the Police or Social Services at the end of their first day of absence.