

Attendance Policy

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Name of Headteacher	Jo Wreford
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Attendance Policy

"Every Day Counts and Every Child Matters"

"Good attendance begins with school being somewhere pupils want to be and therefore the foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils are keen and ready to learn.

Some pupils find it harder than others to attend school and therefore at all stages of improving attendance, schools should work in partnership with pupils and parents collaboratively to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have.

It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school."

DfE – Working together to improve school attendance. August 2024

Therefore, we strive to work with parents to achieve the best possible attendance for all of our pupils.

School timings and attendance coding

- The school gate opens at 8.45am and closes at 8.55am.
- Reception to Year 6 starts at 8.55am.
- Nursery morning sessions starts at 8.30am
- Nursery afternoon sessions starts at 12.30pm.

If children arrive between 8.55am and 9.20am they will receive a late mark (L) in the register. If they arrive after 9.20am they will receive a U code, because the registers have been taken and are closed.

If we have been informed in advance of a medical appointment through the completion of a green absence form then this will be recorded as an authorised medical absence with code M being used.

Procedures

Sessions
Our attendance is reported in sessions. Each day is made up of two sessions, one in the morning and one in the afternoon. The morning sessions begins with the register at 9am and the afternoon session begins with the register at 1.30pm. When you receive your child's attendance report, the number of absences will be recorded as sessions. Two sessions are equivalent to one day's absence.

Children removed from school during the day
Any child who leaves/returns to school during the school day needs to be signed in/out using our electronic sign in system to ensure the safety of pupils.

Reporting Lateness
Lateness is defined as arriving at Meadlands after 8.55am when the school gates close. After this time, children enter via the school office and parents sign in using the electronic sign in system.

Reporting Absence
We ask that you report any absence as soon as possible either via ParentMail , by contacting the school office directly on 0208 940 9207 or emailing office@meadlands.richmond.sch.uk.

We ask that absence is reported each day the child is absent and that as much information regarding the absence is provided as we need to detail why each child is absent and any symptoms they are exhibiting.

If we do not hear from you as to why a child is absent we will:

- Send you a text message to find out if your child is coming to school that day.
- If you have not responded to the school by 9.30am you will receive a phone call
- If we are still not able to contact you by 10:30am and have concerns we will try the second and third contact/emergency contact - this is for safeguarding reasons to ensure the welfare of your child
- In some cases we will also contact siblings' schools and may conduct home visits.

When a child has returned to school, if we have not been provided with a reason why they were absent, then this will be marked down as an unauthorised absence (O) and an email will be sent asking for the parent or carer to inform the school providing reasons for the absence.

If your child has 5 or more consecutive days absent, in order to authorise this we will require a medical note.

Authorised Absence:
Authorised absence is when we have accepted the explanation offered as satisfactory justification for the absence or given approval in advance of such an absence.

The following are the occasions when an absence may be authorised:

- When a child is ill
- Medical or dental appointments
- Family bereavements – request for leave green form to be completed
- Days of religious observance - request for leave green form to be completed
- Offsite educational activities i.e. school trips, sporting events, music examinations or public performances in which children are participating.
- Attendance at other educational establishments
- Interviews, transition sessions or exams for other schools

Unauthorised Absence:
Unauthorised absence is when we have not received a reason for the absence, we have been unable to approve a child's leave from school after a parent's request, or if attendance is a concern.

The following are occasions when an absence will not be authorised:

- No reason is given
- Shopping trips during school hours
- Birthdays
- Early removal from school – unless agreed by the Headteacher

Child Missing in Education:
If a child does not attend school for 5 consecutive days and we have not heard from the parent/carer as to a reason why, then they are considered a Child Missing in Education. We have a legal duty to report this absence and make a referral to the Educational Welfare Office and Achieving for Children. To avoid this happening, please report each day of absence.

Persistent Absentees
If children miss 10% or 39 sessions across the school academic year, for whatever reason , they are considered a persistent absentee. We have a duty to inform parents when this happens and monitor the child's attendance.

Sickness
We appreciate that sickness is unavoidable and may require time off school. Many coughs and colds can be managed with over the counter and home remedies and as such children can return as soon as they are well enough. Please see **Appendix 1** to see guidelines on when to keep children off school.

In case of sickness or diarrhoea we follow the 48-hour rule. This means that you child is allowed to return to school 48 hours after their last episode of sickness/ or diarrhoea.

If your child requires antibiotics, we recommend that you keep them are home for 24 hours after the first dose, if it is an antibiotic they have not had before. This is due to possible allergic reactions. After this, if your child is well enough to return to school we will administer the antibiotics here as and when required.

If they have had the antibiotics before then we are able to administer them if they are required during the school day. A member of our first aid team will administer these.

For any antibiotics, creams or eye drops to be administered we ask parents or carers to complete a medical form available from the office.

Medical Appointments

If a medical appointment falls within the school day or would mean the child arriving late (after 8.55am) to school or leaving early, to allow us to authorise it we ask for a copy of the medical letter, a text confirmation or an appointment card where possible.

If your child has a medical appointment in the morning, please bring them to school beforehand. They will receive an attendance mark for their first session and if they return before the afternoon session begins their attendance will be unaffected.

Holidays
The government has ruled that schools are not to authorise any holiday taken during term time. A code G will be applied in the register.

Permission for absences in term time may only be granted for exceptional circumstances and approved educational experiences at the Headteacher's discretion. We ask that where parents wish to apply for this to provide the Headteacher with as much notice as possible.

If you take your child out of school for the purpose of a holiday, please complete a green absence form so that we are aware of where the child is on the first day of absence.

Monitoring and keeping you informed
Attendance and punctuality are monitored weekly and we like to keep parents informed. If attendance falls below 92% in the current academic year and after Autumn 1, parent/carers will receive a text message informing them of this.

Parents/carers will receive an update if their child's attendance falls below 92%. If their attendance continues to fall and remains a concern, then parents/carers will be invited in for a collaborative meeting to try and identify any support we may be able to provide them with.

Where attendance has fallen below 90% and school intervention has not supported the child in improving their attendance or the children has ten or more unauthorised absences then the school will seek support from the Educational Welfare Officer. The Educational Welfare Officer follows the Education Act (1996).

Help and Support

We are aware there are many barriers to school attendance, including Emotional Based School non-Attendance (EBSnA). In these cases, our pastoral team work with parents to support the child feeling safe and ready to return to school. Members of our team are trained on the Local Authority's (EBSnA) toolkit, as well as other pastoral interventions.

We support parents in a range of different ways, including linking them with our Family Support Officer, liaising with external support agencies and having welfare home visits to devise reduced timetables and integration plans. All of our interventions are completed without judgement and we understand the pressure and difficulty in supporting a child with EBSnA. We also have links with alternative provisions in the local authority, such as Step by Step, where pupils who are experience EBSnA+ (attendance below 60%) can be offered intensive and specialised support.

All of our support begins with a meeting to talk through any worries and collaborate on strategies to support. This can be online, at school or at home, depending on the current family situation.

If you are concerned about your child showing signs of EBSnA, please contact Mrs Barson on l.tadman@meadlands.richmond.sch.uk , so that we can begin to support your family with this.

There is an identified link between safeguarding and attendance, therefore all attendance concerns are discussed by our safeguarding team in their weekly meetings so that all relevant members of staff are on hand to support our families.

If you have any worries about your child's attendance, please do not hesitate to contact the attendance team either at h.frank@meadlands.richmond.sch.uk.

UK Health Security Agency

NHS

Should I keep my child off school?



Yes

	Until...
Chickenpox	at least 5 days from the onset of the rash and until all blisters have crusted over
Diarrhoea and Vomiting	48 hours after their last episode
Cold and Flu-like illness (including COVID-19)	they no longer have a high temperature and feel well enough to attend. Follow the national guidance if they've tested positive for COVID-19.
Impetigo	their sores have crusted and healed, or 48 hours after they started antibiotics
Measles	4 days after the rash first appeared
Mumps	5 days after the swelling started
Scabies	they've had their first treatment
Scarlet Fever	24 hours after they started taking antibiotics
Whooping Cough	48 hours after they started taking antibiotics

No

but make sure you let their school or nursery know about...

Hand, foot and mouth	Glandular fever
Head lice	Tonsillitis
Threadworms	Slapped cheek

SCAN ME

Advice and guidance

To find out more, **search for health protection in schools** or scan the QR code or visit https://qrco.de/minfec.

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