



PRESTON MANOR

An All-through Co-operative School
Carlton Avenue East, Wembley HA9 8NA
Head: Ms Beth Kobel

Head of Lower School: Mr Richard Holmes
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Preston Manor Lower School Attendance Policy

Statement of Intent

Preston Manor School seeks to ensure that all its students receive a full-time education which maximises opportunities for each student to realise their true potential. To this end we aim to encourage and assist all students to achieve excellent levels of attendance and punctuality.

The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure. All school staff will work with students and their families to ensure each student attends school regularly and punctually.

We expect families/guardians to take responsibility for encouraging their child to attend school regularly and punctually and to appreciate the importance of good attendance and punctuality.

The school will establish a system of incentives and rewards which acknowledges the efforts of students to improve their attendance and timekeeping and challenges the behaviour of those students and parents who give low priority to attendance and punctuality.

The school will maintain an effective and efficient system of communication with students, parents and appropriate agencies to provide mutual information, advice and support

The Senior Leadership Team will regularly monitor and evaluate attendance and its impact on the achievement of children at the Lower School.

Those people responsible for attendance matters at Preston Manor Lower School are:

- The Head of Lower School (Richard Holmes)
- The School Parent Liaison Officer (Anita Parmar)

Aims of the Policy

1. To improve the overall percentage of children at school.
2. To meet the national average level of attendance.
3. To provide support, advice and guidance to all parents and children, particularly those with identified low attendance.

LOWER SCHOOL ATTENDANCE PROCEDURES

Registers

- Teachers take formal class registers at 8:50 (KS2) and 8:55 (R/KS1).
- Late children must report to the front office for a late slip before going to class.
- Absences are left blank; late children are marked 'L' *only* if they come to class with a late slip.
- Registers must be returned to the office by 9:10am.

Monitoring - daily (Anita, office)

- First day call/text sent by Admin for unexplained/extended absences.
- Anita to alert Richard if no satisfactory response from parents on 3rd day of absence.

Monitoring - weekly (Anita, Richard)

- Blank codes in register replaced by appropriate attendance codes in consultation with Richard.

Monitoring – 4 weekly (Anita, Richard)

- Review of persistent absentees, persistent lates and EWO referrals.
- Interventions (see below).

Monitoring - half-termly (Anita, Richard)

- Overall attendance, attendance by code, term time leave requests, mobility.
- Copy sent to Huw Evans in the Upper School.

Attendance rewards - children

- Weekly - best attending class each week, plus 100% pupil attendance stickers.
- Termly - certificates and pencil cases awarded for 100% attendance.
- Annual - certificates and reward for whole year 100% attendance.

Intervention - attendance

Stage 1: Below 90% attendance (first time or occasional): letter 1 and attendance certificate given to parents.

See also Stage 1 (repeat) letter - for limited improvement on Stage 1.

Stage 2: Below 90% (continued/no improvement): letter 2 (warning of EWO involvement) and attendance certificate given to parents.

Stage 3: Below 90% (persistent): letter 3 (requiring medical proof and warning of EWO involvement) and attendance certificate given to parents; meeting with Head.

Stage 4: Below 90% (continued persistent, with unauthorised absences): Referral to EWO for fine or warning.

Intervention - lates

Stage 1: More than 5 lates p/4 weeks (first time or occasional): letter 1 and attendance certificate given to parents.

See also Stage 1 (repeat) letter - for limited improvement on Stage 1.

Stage 2: More than 5 lates p/4 weeks (continued/no improvement): letter 2 and attendance certificate given to parents.

Stage 3: More than 5 lates p/4 weeks (persistent): letter 3 (warning of EWO involvement) and attendance certificate given to parents; meeting with Head.

Stage 4: More than 5 lates p/4 weeks (continued persistent): meeting with EWO.

Notes

- All certificates, letters, notes of meetings with parents etc. to be filed in individual pupil attendance files.
- Intervention may skip stages, repeat stages, go back down stages etc., depending on the individual circumstances.
- For each parents' evening, teachers to be given a print off of their class attendance for discussion with parents.

PRESTON MANOR LOWER SCHOOL ATTENDANCE PROCEDURES
Information for parents, sent out at the start of each academic year

At Preston Manor Lower School our aim is to ensure that every pupil achieves their full potential, and good attendance plays a huge part in this. Research has shown that a school's improvement in attendance of 1% can result in 5-6% improvement in attainment.

We ask parents to support the school and your child by ensuring they attend school every day unless they are too ill to attend. Our minimum expectation for a pupil's attendance is 96%.

Morning registration

- The school gate opens at **8.30am**, and classroom doors open for 'soft start' at **8:40am**.
- Children from Reception to Year 2 should be brought to their class door by an adult; children in Years 3-6 should be brought to the designated entrance door by an adult.
- Registers are taken at **8.55am** for Reception, Year 1 and 2; and **8.50am** for Years 3, 4, 5 and 6. Entry to the classrooms will be closed from these times.
- Any child not in by these times must be taken by an adult to the main school office to sign in the late book and obtain a late slip.

Reporting absences

- If absence is unavoidable, then a family adult should telephone the school on the absence line below before 9:30am. Please use the attendance line to keep us informed of continued or prolonged absence.
- Unexplained or unreported absences will be followed up by a text or phone call from the school office.
- Please try to arrange medical and dental appointments after school.

Lower School absence line: 0208 385 4089

Monitoring absences

- Attendance is monitored every four weeks by Mr Holmes and Mrs Parmar.
- Children whose attendance drops below 90% are classified as 'persistent absentees', and parents will be sent a letter to alert them to the poor attendance.
- For children whose attendance remains below 90%, we will ask for medical proof of all absences. Without medical proof, further absences will be recorded as unauthorised.
- If attendance still remains below 90%, school will refer to the Local Authority Education Welfare Service, who may issue an Educational Penalty Notice (see below).

Term-time leave

- Requests for term-time leave should be made in writing using the form available in the school office.
- **Term time leave will only be authorised in exceptional circumstances.** Any parent taking their child on unauthorised leave risks receiving an Educational Penalty Notice from the Local Authority (see below).

Educational Penalty Notices

- The Education Welfare Service may issue a parent with a Formal Warning, an Education Penalty Notice (EPN) or decide to prosecute if a child is persistently absent over a 16 week period.
- EPNs may also be issued for unauthorised term-time leave, and are issued to each parent for each absent child.
- If a parent is issued with an EPN, they risk receiving a fine from Brent Council of £120 if paid within 28 days. This is reduced to £60 if paid within 21 days.
- Failure to pay the notice may result in a parent being prosecuted at Willesden Magistrates Court for their child's non-attendance at school for the period in the notice.
- For further information or a copy of Brent Council's Attendance Policy and Brent Council's Non-School Attendance, Education Penalty Notices, Local Code of Conduct is available on Brent Council's website at www.brent.gov.uk.