# EDITH CAVELL PRIMARY SCHOOL

Ambitious, Achieving and Nurturing

Manton Lane, Bedford. MK41 7NH

Headteacher: Miss Heather Cooke

Tel: 01234 345636 E-mail office@ecls.org.uk

https://www.edithcavellprimary.co.uk/


# Attendance Policy

We expect all children on roll to attend every day, when the school is in session, as long as they are fit and well enough to do so. We do all that we can to encourage the children to attend, and to put in place appropriate procedures. We believe the most important factor in promoting good attendance is development of positive attitudes towards school.

## If a child is absent

Parents should endeavour to notify the school by **9:15am** and inform us of the reason that they will not be attending school. That reason will be recorded by the school and form part of the official attendance register.

Wherever possible parents should try to make medical or dental appointments outside of school hours. Medical evidence may be requested for long periods or sporadic periods of illness.

## Requests for leave of absence

Good attendance at school enables children to fully participate in all learning opportunities offered at school and as such appointments, such as dentist, optician or other appointments should be made outside of school hours. In emergency situations this is not always possible, but parents are expected to make every effort to make appointments outside the school day.

The Statutory Instruments (number 756) governing leave of absence for the purpose of a holiday were significantly tightened and took effect in September 2013. The Statutory Instruments removed the right to request leave for absence for the purpose of a holiday, except in exceptional circumstances.

The Headteacher will consider all requests for leave of absence. Any requests for leave of absence must be made at least **4 weeks** in advance of the requested leave of absence. If the child has poor attendance, the child is often late for school, the request is around assessment periods, or it is a second request quoting “exceptional circumstances” at any point within their time at Edith Cavell, the request will not be authorised.

2 days per year are allowed to be authorised for Religious Observance e.g. Eid or Diwali. Any additional days will not be authorised.

## Repeated unauthorised absences

The school will contact the parents/carers of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the parents/carers will be asked to visit the school and discuss the reasons for repeated absences. If the situation does not improve, the school will then contact the Inclusion Welfare Officer (IWO) to arrange a meeting in school or at home to seek to ensure that the parents/carers understand the seriousness of the situation.

## Monitoring Attendance

The Attendance Officer monitors pupil absence on a monthly basis. If a child's attendance is less than 92% for the academic year, a letter will be sent to the parents/carers outlining the school's concerns and that the child's attendance will be monitored over the following four weeks. When the Attendance Officer checks the records the following month, if the child's attendance has improved, then no further action will be taken at that point. If the child's overall attendance has improved, then no further action will be taken at that point. If the child's attendance for the academic year has fallen further, parents will be invited in to the school to meet with the Family Support Worker and/or Headteacher to discuss the reasons for poor attendance, and what the school can do to support an improvement in attendance and formulate an action plan for the school and family to work together to improve attendance.

## Lateness

Children need to be on time for school so that they are ready to learn. If your child misses the start of the school day they miss the learning input, information and news for the day. Arriving late for school can be upsetting for your child and is disruptive for the other children.

## How we manage lateness

The classroom doors are open from 8:45am and the school day starts at 8:55am when the classroom doors are closed. We expect your child to be in class by 8:55am (the start of the school day) when registers are marked. If your child is not in the classroom at that time, they will receive a late mark. Registers are closed at 9:25am and, in accordance with the Regulations, a child who arrives after the registers are closed will be marked "absent late" – a mark that shows the child to be on-site but which is included in the unauthorised absence figures.

## Picking your child up late

If you are late picking your child up at the end of the school day, they will be placed into After-School Club after 3:45pm and you will be charged a Late Pick-Up fee of **£5** which is payable on ParentPay.

## Rewards for good attendance

Class attendance – We review the attendance each week, and the class with the best attendance look after the "Attendance Bear" for the following week.

Pupil attendance – Children with 100% attendance at the end of each school term receive a special certificate and a wristband – either bronze, silver or gold.