TOLWORTH SCHOOL
Happy children, successful learners

Tolworth School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance Policy

Governors' Committee / Responsible Member of Staff	Rachel Jennings (Deputy Headteacher)
Status	Voluntary
Review Cycle	Annual
Review Date	November 2025
Date of next review	November 2026

At Tolworth School we believe that excellent attendance and punctuality are essential if children are to reach their full potential and raise standards in their achievement. Regular, punctual attendance will establish good habits that will support them through their lives. To achieve this, the governors and staff are committed to working in partnership with parents/carers to ensure that school achieves at least national average attendance throughout the school.

Aims of this policy:

- To clarify to all members of the school community what our policy is
- To establish and communicate values and expectations to promote high attendance and punctuality from all our pupils so that they can benefit from the high educational opportunities available to them
- To ensure legal requirements are met regarding the recording, monitoring and reporting of attendance
- To outline procedures and good practice
- To be able to identify where attendance is of concern and likewise rewards for good attendance
- To support pupils returning to school after periods of absence
- To set class, school and individual targets for attendance
- To clarify role, involvement and support from Education Welfare Service (EWS)

Responsibilities and Duties:

Parents/carers will:

- Ensure that their children attend school regularly
- Be aware that it is an offence if they fail to ensure their child attends school regularly
- Notify school on the first day of absence as early as possible and preferably before 8:30am by phone
- Complete a request form for absence in term time for exceptional circumstances
- Provide additional evidence if requested
- Meet with the HT, DHT or the Children and Families Coordinator to discuss their child's attendance when necessary

Class teacher will:

- Mark the register each session, in the morning and in the afternoon
- Monitor daily patterns of attendance and report any concerns that arise
- Consider individual circumstance when encouraging high attendance and punctuality (teachers should be aware that lateness or absence is not always the child's fault)
- Provide work for children to do at home if an absence is due to a long illness, disability or other circumstance

Office staff will:

- Input attendance data on the school system
- Meet every half term, with SLT, providing attendance records
- Make and receive absence phone calls and record reasons for absence
- Monitor alongside SLT, patterns of attendance and punctuality
- Carry out attendance procedures of children whose attendance is a concern
- Work closely with our Children and Families Coordinator and the Education Welfare Officer (EWO)

SLT will:

- Monitor attendance and follow our school procedures where concerns have been identified
- Attend half termly attendance meetings to discuss patterns and concerns in attendance
- Treat each attendance concern individually, taking into account family circumstances
- Work closely with our families to ensure their child's attendance is good
- Inform the governing body of attendance records

Late procedures: To encourage the education of children who arrive at school on time each morning and to encourage the good habits of punctuality we have the following procedure to discourage disruption by late arrivals:

- All children are expected to arrive in the school playground between 8:30 and 8:50 and they will go into their classroom as soon as they have arrived. Drop-off times have been staggered to ensure the school site does not become too busy at the beginning of the day. Children are asked to go into their class as soon as they arrive and parents/carers are encouraged to leave the site as soon as they have dropped off.
- Registration takes place in class between 8:55 and 9:00 for both Infants and Juniors.
- Children arriving after 9:00 MUST report to the school office to be registered in the late book, where the time of arrival is noted
- Punctuality will be monitored and concerns will be brought to the attention of the HT
- If a child's punctuality is a concern e.g. a child is missing learning regularly, a letter will be sent to the child's parent/carer
- If lateness persists referrals to the EWO/Educational Social Worker will be made

Attendance procedures: To fulfil the legal requirements and to encourage the good habits of regular attendance the following procedures will be followed:

- All teachers in charge of the class will complete the registers at the beginning of the morning and afternoon sessions by marking a diagonal line to show attendance
- Registers will be returned to the office as soon as they have been completed
- If a parent/carer has informed the teacher of a pupil's absence then this will be recorded on the yellow form in the register.
- If there is no reason for a child's absence, a phone call or text home will be made by a member of the office staff. If there is no response from any of the child's contacts and the class teacher is not aware of the reason for absence, this is then followed up by a

letter home. If the school has no contact with the family for 5 days, the school's safeguarding procedure will come into force.

- If a child needs to take time out of school for medical or dental appointments a letter or appointment card should be provided for the office to file
- Requests for authorised absence must be made on the school form at least two weeks prior the intended absence
- The register totals must be fully completed each Friday afternoon and the running record of individual absence kept up to date
- The Attendance Officer, Children and Families Coordinator, Deputy Headteachers and Headteacher will meet on a half termly basis to monitor patters and identify concerns
- We recognise that lateness and poor attendance could potentially be an indicator of a safeguarding issue and this is monitored by Designated Safeguarding Leads as part of our attendance meetings
- If a pupils attendance falls below 90% the following procedure will be followed (see flow chart below)

Families need to be aware that the Headteacher will only authorise absence, other than for illness, in exceptional circumstances. Family holidays cannot be authorised during term-time. Illness or medical appointments affecting other family members in this country or abroad cannot be authorised. All cases will be considered individually and the child's previous attendance record taken into account.

Flow Chart of Attendance Procedures:

It is important to note that each family/attendance concern is treated on an individual basis.

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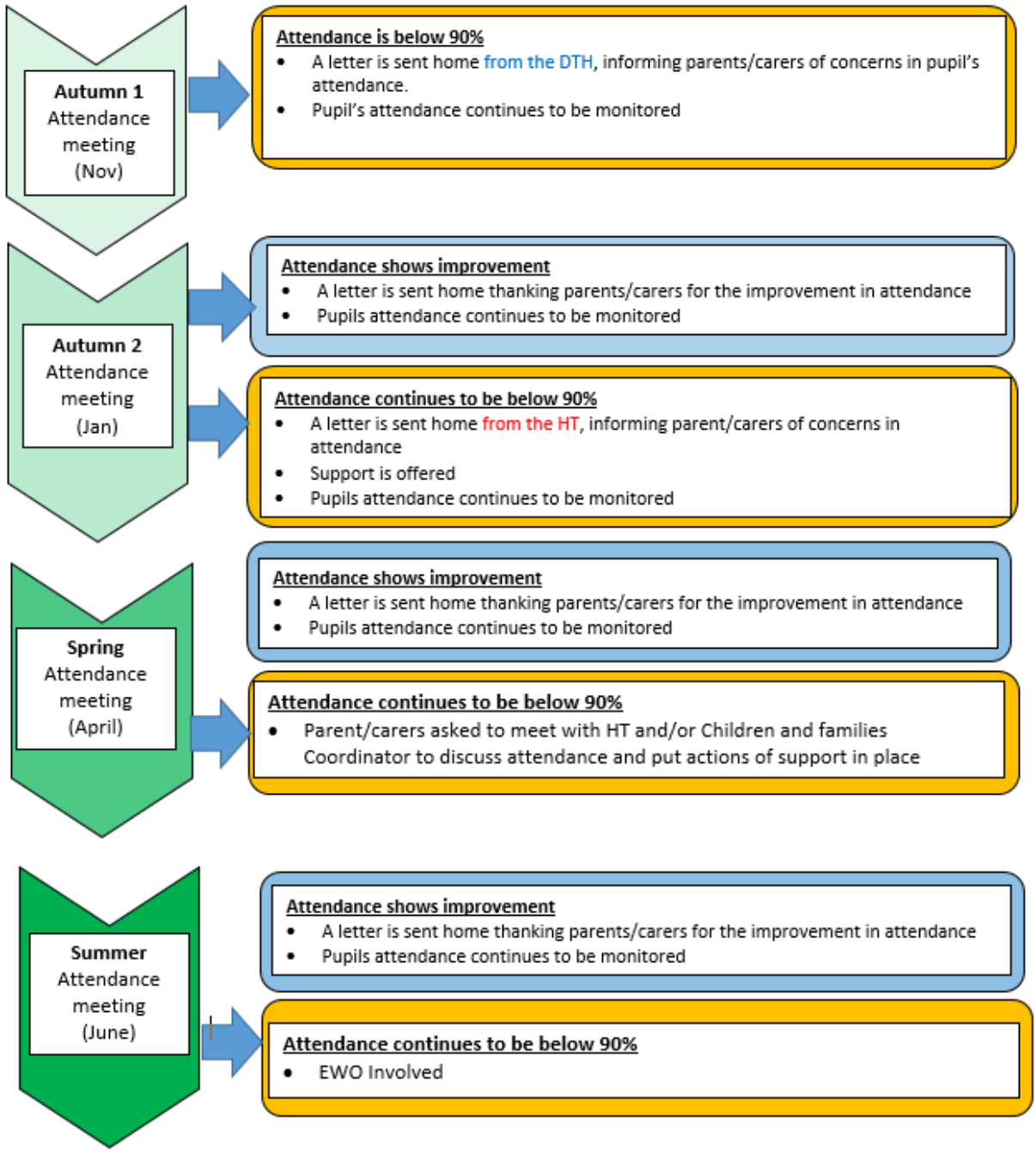

Children will be removed from this procedure once improvement in attendance has been demonstrated during two consecutive meetings

Attendance of Children on the Child Protection Register:

- When office staff receive an absence call relating to a child who has a Child Protection Plan they inform our Children and Families Coordinator
- The Children and Families Coordinator routinely checks on all children who are on a Child Protection Plan each morning
- In the event of a child being absent, the Children and Families Coordinator will contact the social worker involved with the family
- If wefare concerns have arisen the Children and Families Coordinator will contact the social worker involved with the family
- This also applies to pupils who are Looked After Children. Their attendance is also checked daily by Welfare call

Prevention:

- All staff are actively involved in involved in promoting good attendance
- As a regular part of school assemblies and the PSHE curriculum children will learn the importance of attending school every day
- The Deputy Head Teachers regularly analyse the attendance data of individuals and groups to look at tends and next steps.
- The Attendance Officer, Children and Families Coordinator, Deputy Head Teachers and the Head Teacher hold regular attendance meetings to monitor to analyse the attendance of individuals and families to plan next steps.
- The Attendance Officer, Children and Families Coordinator are in contact with the cluster EWO when necessary.
- Regular reminders of the importance of attendance in school are put in the newsletter
- The Head Teacher and Deputy Head Teachers will meet with parents whose children have regular low attendance.
- All parents have to complete an authorised absence form to request time off (see attached form)
- Regular assemblies will be held to promote good attendance. These will include giving certificates to classes attending 100%
- Staff get to know the families well so which helps promote positive attendance.