



The Eden SDA School

Attendance policy

Purpose: Our aim at The Eden School is to ensure pupils have excellent levels of attendance and punctuality in order that they are able to succeed and thrive at school and maximise their learning time.

Approval Body: Board of Governors

SLT Lead Person: **Mrs Lynthia Grant**

Lead Governor for Policy: Mrs Laura Osei

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Rationale and Aims: Our aim at The Eden School is to ensure pupils have excellent levels of attendance and punctuality in order that they are able to succeed and thrive at school and maximise their learning time.

In order to do this we aim to:

- Encourage, recognise and reward good attendance and punctuality.
- Teach children the importance of developing good habits of attendance and punctuality.
- Liaise with parents regarding attendance concerns.
- Have clear procedures for recording and monitoring attendance and act quickly where issues arise.
- Set aspirational targets for high levels of attendance, above the national average.

The school must:

- Record attendance of each pupil for both morning and afternoon sessions.
- Follow up absences and identify authorised/unauthorised absences (this is at Head Teacher's discretion not that of the parent).
- Ensure any safeguarding actions are taken.

The parents must:

- Ensure their children attend school on time each day.
- Inform the school of any reasons for a child's absence as soon as possible – this can be done by calling the school number, by email or in person at the Welcome Desk and then in writing when the child returns to school.
- Avoid taking any holidays in term time.

Attendance procedures at The Eden School

- The school day begins at 9.00 a.m. and electronic registers are taken between 9.00 a.m. to 9.15a.m. and at 3.15 & 3.30 pm at the start of the afternoon session each day.
- Any pupils not present at this time will be marked as absent.
- Late pupils need to report to the school office to have the school Secretary amend the register electronically to reflect them being late.
- Pupils consistently arriving after 9.30am when registration closes are marked as absent and the school Secretary will contact the parents and invite them in to meet with the Head teacher to discuss their punctuality.
- A text message is sent to the parents of any absent pupils who have not notified the school on the morning of their first day of absence, these will be followed up by a phone call if there is no response.
- A log of texts/calls is kept by the attendance officer and any concerns re safeguarding are followed up as soon as possible.
- Pupil attendance is monitored each half term and letters are issued to parents of pupils who have had unexplained absences, several absences, or been late on more than three occasions.
- Pupils with persistent absence i.e. 10% or more, or who have a pattern of lateness are carefully monitored and the Deputy Head will work closely with the pupil and their family to ensure attendance improves.

- Where the school's actions are deemed to have made limited impact and the attendance or punctuality is concerning, referrals will be made to the boroughs ESW.
- Fixed penalty notices may be issued to parents where attendance fails to improve.

Staff Roles – all staff in school act as role models to the children and should have excellent attendance and punctuality themselves.

- Attendance Officer ensures registration procedures, monitoring of attendance and punctuality, clear record keeping, parent letters and referrals to appropriate staff/EWO are made.
- Class teachers – promote good habits of attendance and will remind pupils and speak to parents regarding any concerns in the first instance.
- Middle/senior leaders – incorporate teaching about good attendance into regular PHSE lessons and assemblies
- Pupil progress review meetings – are held each term with class teachers and senior leaders- any child with attendance concerns is raised at this meeting and appropriate actions put in place.
- The class teacher has a specific role to be in the playground at the start of the day and speak to parents of pupils with attendance concerns. He/She also works closely with these families to encourage good habits of attendance and plans strategies to motivate/support specific pupils, especially persistent absentee pupils.
- Senior leaders and governors monitor the schools attendance data and look for any specific patterns or concerns so that appropriate actions can be taken.
- Head Teacher signs any requests for leave of absence and makes the decision to authorise absences if there are exceptional circumstances.