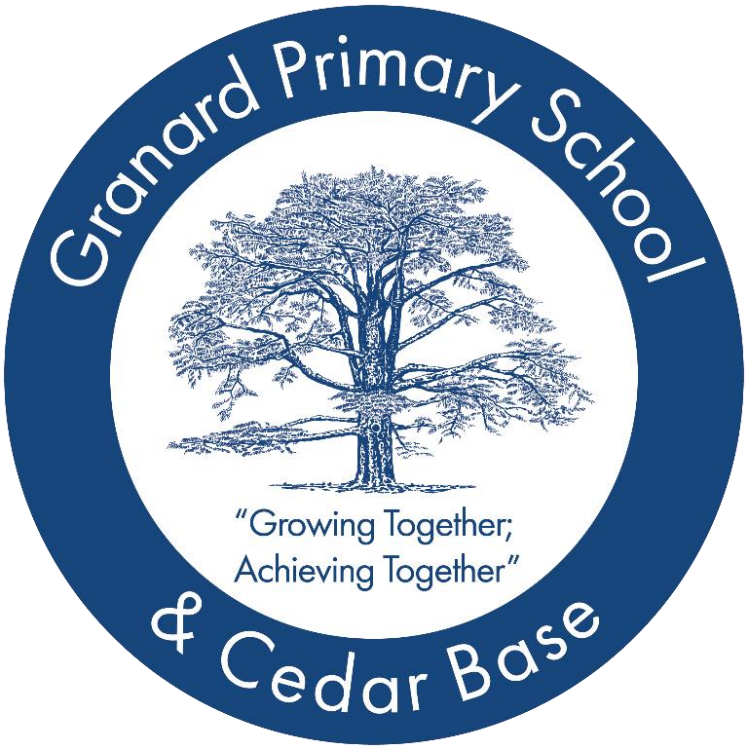
Granard Primary School



Attendance Policy

September 2026

Review Due: September 2027

Aims

To achieve our Aims, we will:

- Work together to follow the procedures as set out in Appendix A the DfE's "Working together to improve attendance" 2022 document
- Make attendance and punctuality a priority for all those associated with the school including pupils, parents, staff and Governors.
- To develop a framework which defines agreed roles and responsibilities which promote consistency in carrying out designated tasks
- To provide support, advice and guidance to parents and pupils
- To develop a systematic approach in gathering and analysing attendance related data, and to address any issues that become apparent, e.g. poor attendance of particular groups/families
- To promote positive communication between home and school and ensure that parents/carers are aware of the school guidance relating to holidays taken in school time to reduce the impact of holidays taken in term time on education attainment
- To implement a system of rewards and sanctions
- To promote effective partnerships with the Education Welfare Service and with other services and agencies
- To recognise the needs of the individual pupil when planning reintegration following significant periods of absence

What we mean by "good attendance"

98-100%	• Excellent – children are accessing all learning opportunities
96-97%	• Good – very few learning opportunities are missed
94-95%	• Risk of underachievement • Up to 10 school days absent in an academic year
92-93%	• High risk of underachievement • Up to 15 school days absent in the academic year
90-91%	• Severe risk of underachievement • Up to 19 school days absent in the academic year
<90%	• Extreme risk of underachievement • Upwards of 22 days absent in the academic year

Why regular attendance is important

Pupils who attend regularly (every day) are more likely to achieve better academic outcomes, are safer from risks in the community, such as exploitation and crime, as well as successfully transitioning from primary to secondary school, secondary school to further education, and the world of work.

Objectives

To improve the overall attendance of pupils at school

- The School Attendance Policy will be applied consistently across the whole school.
- We will establish and maintain a high profile for attendance and punctuality.

To make attendance and punctuality a high priority for all those associated with the school, including pupils, parents, staff and Governors

- Reminders about school attendance, start times, holiday dates etc., will feature regularly in the newsletters.
- Attendance data will be reported back to parents both formally and informally.
- There is an attendance display in a prominent place.
- We will discuss attendance issues with the Education Welfare Service/Children's Specialist Services, and/or in relevant staff/SEN meetings.
- The Headteacher will address good class attendance in a weekly assembly.

To develop a framework which defines agreed roles and responsibilities which promote consistency in carrying out designated tasks

- The school has a designated member of staff with responsibility for attendance. This is Caroline Partridge, Family Liaison Officer. She is supported by the Admin Assistant and the School Based Social Worker.
- We ensure that there are clearly defined late registration procedures:
  - Gates for Reception/KS1 and KS2 open at 8.40 a.m. Gates close at 8.45 a.m. Access to school will then be through the Front Office only.
  - Registration takes place between 8.45 a.m. and 8.50 a.m.
  - If late comers arrive after the gates are closed, they will be marked as 'L' (Late - before registers close)
  - Registers officially close at 9.15 a.m.; children arriving after this time will be classed as an unauthorised absence and will be marked as 'U' (Late - after registers close)
- All members of staff have clearly defined roles and responsibilities within the school. There are specific roles for designated administrative support staff.

Staff Member	Role	Responsibility
Cheryl Grigg	Headteacher	Overseeing school attendance procedures
Caroline Partridge	Family Liaison Officer	Liaising with families re attendance and lateness
Sally Steward/ Donna Sullivan	Admin Assistant	Up-dating Arbor, spreadsheets, correspondence
Teaching Staff	Teachers	To ensure registers are administered accurately

- Attendance is reviewed daily by the Family Liaison Officer.
- Attendance is reviewed on a monthly basis between the Family Liaison Officer and Headteacher.

To provide support, advice and guidance to parents and pupils

- We will highlight the importance of good school attendance in:
  - Fortnightly Newsletters
  - Weekly, half-termly and end of year assemblies
- We will advise parents through discussion/letters if a pupil's attendance is causing concern.
- We communicate with parents when attendance issues arise.

To develop a systematic approach in gathering and analysing attendance related data, and to address any issues that become apparent, e.g. poor attendance of particular groups/families

- Staff have been given guidance on completing the Arbor registration.

- Arbor is up-dated regularly to ensure accurate information.
- Decisions on whether absence is authorised or not will be made within ten school days of absence. In extreme cases, the advice of the EWS will be sought, which may extend the period of time.
- Through analysis of attendance data at cohort, group and individual pupil level, and regular monitoring, we will be able to identify patterns of irregular attendance and lateness, and take appropriate action to address these.
- Robust school systems provide useful data at cohort, group and individual pupil level to give us an accurate view of attendance, reasons for absence and patterns amongst more vulnerable groups, such as:
  - children who have a social worker, including looked-after children
  - young carers
  - children who are eligible for Free School Meals
  - children who speak English as an Additional Language
  - children who have Special Educational Needs and Disabilities

To promote positive communication between home and school and ensure that parents/carers are aware of the school guidance relating to holidays taken in school time to reduce the impact of holidays taken in term time on education attainment

- We will aim to ensure that all parents feel comfortable when invited into school and are able to listen to any concerns raised.
- Parents are reminded through newsletters and phone calls/discussions to:
  - Make a telephone call to the school reception on the morning of the first day of absence. Written confirmation will also be accepted. This will not automatically mean the absence is authorised by the school – this will be determined by family circumstances and history.
  - Make medical/dental appointments after school time wherever possible or at the beginning or end of the day to limit the time out of school. These appointments must also be confirmed by parents providing evidence so the absence can be authorised as 'M' (Medical/Dental appointment) in the register.
  - Be aware that the school has a very strict policy on family holidays during term time and unless there are exceptional circumstances, the absence will be unauthorised. There will be a risk of being issued with a Penalty Notice by the EWS.
    Information about the Council's Code of Conduct on Penalty Notices can be found here:
    Penalty Notice Leaflet
    Wandsworth Code Of Conduct
- If contact has not been made by the parents, the school will begin to attempt to communicate, following the procedures in Appendix B.

To implement a system of rewards and sanctions

- We actively promote attendance and reward good school attendance both at individual and group levels. The following are examples:
  - The 'Traffic Light' system is used to monitor attendance across the whole school. A monthly monitoring system will identify children whose attendance is below 95%.
    Families of concern will be written/spoken to, to inform them of their child's attendance level, and may be invited to attend a meeting and appropriate action will be decided from there.
  - Each week, the class with the highest percentage are presented with Betty the Bird in assembly and will have an extra 5-minute play time.
  - There is a half termly £10 gift voucher draw for children with 100% attendance.

To promote effective partnerships with the Education Welfare Service and with other services and agencies

- The Family Liaison Officer is the designated member of staff for liaison with EWS and other agencies.
- We will be guided by advice from EWS regarding possible legal action to support improved school attendance where necessary.

- Where an Early Help Plan, or voluntary parenting contract has not been successful, an Education Supervision Order (ESO) may alternatively provide formal legal intervention without criminal prosecution.
    - ESOs are made through the Family or High Court, rather than Magistrates Court. They give the Local Authority a formal role in advising, helping and directing the pupil and parent(s) to ensure the pupil receives an efficient, full-time, suitable education. For the duration of the ESO, the parent's duties to secure the child's education and regular attendance are superseded by a duty to comply with any directions given by the Local Authority under the ESO.
    - The order initially lasts for one year, but extensions can be secured within the last 3 months for a period of up to 3 years at a time.
    - The supervisor of an ESO will usually be a professional already working closely with the family – or member of school staff.

To recognise the needs of the individual pupil when planning reintegration following significant periods of absence

- We will be sensitive to the individual needs and circumstances of pupils returning from long periods of absence.
- We will involve/inform key staff in the reintegration process and agree timescales for the review.
- We involve parents at every opportunity.

Reviewed: September 2026

Review Due: September 2027

Approved by: Governor: ……..

Name: ……..…….. Date: ……

Headteacher: ……

Name: …….. Date: ……

APPENDIX A

Working together to improve Attendance

Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively with, not against families. All partners should work together to:

EXPECT

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

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MONITOR

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

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LISTEN AND UNDERSTAND

When a pattern is spotted, discuss with pupils and parents to listen to understand barriers to attendance and agree how all partners can work together to resolve them.

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FACILITATE SUPPORT

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

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FORMALISE SUPPORT

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through a parenting contract or education supervision order.

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ENFORCE

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education.

APPENDIX B

If a child is absent and no reason has been provided ...

Once the registers are complete, the classes are individually checked.

Day 1: Any child absent from school without prior reason is telephoned and/or a text message is sent by the Family Liaison Officer (FLO) requesting that the family make contact to provide a reason for the absence.

Day 2: If contact still has not been made and the child is still not in attendance the family are contacted again requesting that they make contact with the school as soon as possible to provide a reason for the absence.

Day 3: Call made and text sent as per previous days. Home visit may be undertaken.

Days 4 - 6: Call made and a text sent as per previous days. Home visit may be undertaken.

Day 7: Safeguarding procedures will follow if required.

Any contact made by the school to the parent or by the parent to the school, should be marked on Arbor and FLO/Attendance Officer notified.

If child is under Child Protection or known to CSS, the DSL will notify the Social Worker.