



Eton End

Attendance Policy (including EYFS)

ETON END SCHOOL
35 Eton Road, Datchet

Attendance Policy (including EYFS)

Relevant Statutory Regulations:	SSR Part 3 para15 Children Missing Education 2024 DfE Working Together to Improve School Attendance (2024) DfE School Attendance parental responsibility measures Education (Pupil Registration) (England) Regulations Education Act 1996 section 434(6) Education ACT 2002(3) Working Together to Safeguard Children (2023) KCSIE (2025) Mental health issues affecting a pupil's attendance: guidance for schools (2023) EYFS (2025)
Nominated member for SLT responsible for the policy:	Zoe Logan
Board Level Safeguarding Governor of ILG:	Carrie Askew
Updated:	1 st September 2025
Date of next review:	1 st September 2026

Contents

1. Principals
2. Aims
3. Objectives
4. Roles & Responsibilities
5. Summary of Expectations
6. Admissions Register Deletion & Admission to the school roll.
7. Attendance Chart Reminder
8. Barriers to Attendance
9. Practice
10. Monitoring Overview (Absence and Punctuality)

11. Training for Staff
12. Promoting Regular Attendance
13. Approval for Term Time Absence
14. Understanding Types of Absence
15. Persistent Absenteeism (PA) and Severe Absenteeism (SA)
16. Absence Procedures
17. Lateness
18. Local Authority Attendance Support Services
19. Attendance Data

Appendices

- Template: Letter sent to parents in September or mid-year joining
- Template: Leaflet for parents in September or mid-year joining
- Template: Lateness letter
- Template: Persistent Late Letter
- Template; Absence Letter 90-95%
- Template: Absence Letter below 90%

Please note for the term parents aligns to any person with parental responsibility or carer of the pupil.

1. Principals

By law, all children of compulsory school age (5 to 16) must receive a suitable full-time education. Parents, teachers and the local authority have a duty to ensure maximum attendance at school. Eton End School holds high expectations of attendance and punctuality. Term dates are published a year in advance and are available on the school website. Any amendments to this will be clearly communicated to all stakeholders.

2. Aims

Eton End is committed to meeting its legal obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Recognise external factors which influence pupil attendance and work in partnership with parents to address difficulties.
- Building strong relationships with families to ensure pupils have the support in place to attend school.

We will also promote and support punctuality in attending lessons.

3. Objectives

Policy & procedure objectives are as follows:

- To identify patterns of non-attendance at an early stage and work to resolve any personal/social difficulties.
- To provide an effective and efficient system for the monitoring of attendance.
- To ensure that the health, welfare and safeguarding of all students is fully monitored through vigilant and proactive monitoring of attendance.

4. Roles and Responsibilities

- Governing Board: To monitor the school's attendance policy & procedures and to support the school in creating an inclusive culture in which all children can learn and thrive.
Governor for Safeguarding: Carrie Askew
Operations@inspiredlearninggroup.co.uk
- Head: To create an inclusive culture in which all children can learn and thrive and to monitor and support the Attendance Officer.

N.B. for the purpose of this policy Head refers to Head or Interim Head.
- Attendance Officer: To promote and apply intervention strategies to ensure high levels of attendance and punctuality of pupils within the school.
Attendance Officer (is also the Designated Safeguarding Lead): Zoe Logan
deputyheadpastoral@etonend.org

Support from the RBWM

- **Education Support Officer (EWO):** To support the school with statutory guidance and good practice.
- **Form Tutors:** To monitor attendance and punctuality - initial support conversations with parents.
- **School admin staff:** To oversee attendance phone line, register completion daily checks.

5. Summary of Expectations

- Compulsory-aged pupils are expected to attend school every day unless they are ill or have pre-arranged permission from the Head to be absent from school. This is also applicable where officially authorised "online" learning is taking place.
- Where a pupil is absent for 3 consecutive days or has a pattern of absence that is a concern, this must be reported, usually by the Form Teacher, to the Attendance Officer.
- In line with regulations, any absence of more than 10 consecutive days or regular absence will be reported to RBWM.
- Any absence due to reasons other than illness without permission from the Head will be recorded as "unauthorised" and will appear on reports and future references.
- Any absence over four days will be reported to Tier 4 department in the case of overseas students.
- Parents should arrange vacations during the published periods of holiday unless there are extenuating circumstances and prior permission is granted by the Head.

6. Admissions Register Deletion and Admissions to the School Roll

The local authority must be notified of any pupils who are removed from or join our school roll within 5 working days. The link to notify the local authority can be found on the RBWM website.

The school will maintain the admissions register, administered by the school Registrar. The admissions register will contain:

- Name in full.
- Sex: this will be the birth sex unless the person has obtained a gender recognition certificate (not available under the age of 18).
- Name and address of every person known to the school to be a parent of the pupil (and an indication of which parent the pupil normally lives with, and which parents hold parental responsibility as defined by Section 3 Children Act 1989). In the admissions register for Eton End note will be made of parents who DO NOT hold parental responsibility, therefore by default all other listed parents hold legal responsibility. Attendance Policy (Including EYFS) 2023 - 5
- Where a parent notifies the school that a pupil will live at another address, in addition or instead, the new address, the full name of the parent with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live there, where it is reasonably practicable for the school to ascertain this information.
- At least one telephone number at which the parent with whom they normally live can be contacted in an emergency and an additional contact number for a secondary contact.
- Day, month and year of birth.
- Day, month and year of admission or re-admission to the school.
- Name and address of the school last attended, if any.
- The name of the destination school (or additional school, in the case of dual registration) notified by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information.

7. Attendance Chart Reminder

0 days of school	100%	Perfection
Equates to 2 days off school each year	99%	Excellent
Equates to 5 days off school each year	97%	Good
Equates to 10 days off school each year	95%	Slight Concern
Equates to 20 days off school each year	90%	Concerned
Equates to 30 days off school each year	85%	Very Concerned

8. Barriers to Attendance

Whilst any child may occasionally have time off school because they are too unwell to attend, sometimes they can be reluctant to attend school. Any barriers preventing regular attendance are best resolved between the school, the parents and the child. If a parent thinks their child is reluctant to attend school, then we will work with that family to understand the root problem and provide any necessary support. We can the relevant Local Authority team/s. Where outside agencies are supporting the family, you may be invited to attend a Team Around the Family meeting (TAF) to consider what is working well and what needs to improve. An individual support plan will be agreed and subsequently reviewed. These can include pupils who suffer from long-term medical conditions or who have special educational needs and disabilities, or other vulnerabilities. High expectations of attendance remain in place for these pupils; however, we will work with families and pupils to support improved attendance whilst being mindful of the additional barriers faced. We can discuss reasonable adjustments and additional support from external partners, where appropriate.

- 'Unexplainable and/or persistent absences from education' has replaced the phrase 'deliberately missing education' when referring to safeguarding issues (paragraph 29) KCSIE 2025.

9. Practice

Eton End is a successful school, and every child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach for excellence. For our children to gain the greatest benefit from their education, it is vital that they attend regularly and be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

Attendance is recorded by the Form Teacher in the morning by 8.35am and after lunch by 12.35pm in Nursery, 1.30pm in Pre-Prep & Prep. Form Teachers must use the approved codes to note attendance and absence.

Pupils must attend all scheduled classes and sessions, including assemblies, registration and House Meetings and School Fixtures. Any absence from school, however short, must be supported in writing by parents or guardians.

Pupils are expected to be always punctual. Poor punctuality could be a symptom of an underlying problem and should be investigated by staff immediately. Repeated poor punctuality will be dealt with by the Head or Attendance Officer and will be recorded on CPOMS. Please see the later section on punctuality.

All unexplained registration absences will be followed up by a call from the school admin team by 9:30am, 12.30pm (Nursery) and 14.00pm (Pre-Prep & Prep) respectively, to verify absence. Form Teachers are expected to report to the relevant member of SLT, any ongoing attendance issues including punctuality.

10. Monitoring Overview

The Attendance Officer has a duty to review pupil absence figures on a regular basis, or when concern is raised and report these to the Head. Where there is a cause for concern the Attendance Officer will liaise with parents and outside agencies.

Monitoring Overview		
Form Teacher	Ongoing	Ongoing conversations with parents Report concerns to the Attendance Officer
Attendance Officer	Weekly	Telephone conversations with parents Update Governor of Safeguarding (regular chat)
Attendance Officer	Termly	INSET reminders. Looking for trends in absence and punctuality Report to Head & Governor for Safeguarding
Attendance Officer	Termly	Relevant letters sent to parents
EWO	Termly	Review of data - regular conversations
Governance	Termly	Report data at Governance Day meetings

11. Training for Staff

Staff training Improving attendance requires knowledge of guidance and regulations but also expertise in working with families to remove barriers to attendance and safeguard pupils. We include:

- Training on attendance is included in the school(s)' continued professional development offer for all staff, and that attendance is covered in induction packs.
- Dedicated attendance training is provided to any staff with a specified attendance function in their role.

12. Promoting Regular Attendance

At Eton End we believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our pupils from the outset. It is a central part of our school's vision, values, ethos and day to day life. We recognise the strong connections between attendance, attainment, safeguarding and wellbeing. Helping to create a pattern of regular attendance is the responsibility of parents, pupils and all members of school staff. To help us all to focus on this, we will:

- Build strong relationships and work jointly with families.
- Give parents details on attendance in our newsletters.
- Promote the benefits of high attendance.
- Accurately complete admission and attendance registers and have effective day to day processes in place to follow up absence as required by law.
- Celebrate excellent attendance by displaying and reporting class achievements on the newsletter.
- Report to parents regularly on their child's attendance and the impact on their progress.
- Contact parents should their child's attendance fall below the school's target for attendance.

13. Approval for Term Time Absences

Other than the three valid reasons for authorised absence listed below, the Head will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional

circumstances'. A leave of absence is granted at the Head's discretion, including the length of time the pupil is authorised to be absent for. The School considers each application for term-time absence individually, considering the specific facts, circumstances and relevant context behind the request.

Any request must be written to the Head and should be submitted as soon as it is anticipated. The Headteacher may require evidence to support any request for leave of absence. Valid reasons for authorised absence include:

- Illness (including mental illness) and medical/dental appointments.
- Religious observance - where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.
- Traveller pupils travelling for occupational purposes - this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision.

Exceptional circumstances include (but is not exhaustive):

- Visiting other schools.
- Medical emergencies abroad with family members.
- Family celebrations like weddings, funerals, births.
- Study leave.
- Filming.
- Part-time timetables.
- Suspension / exclusion - please refer to the Exclusion policy for details.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to a referral to the Local Authority.

Unauthorised absence includes, (however this list is not exhaustive):

- Parents keeping children off school unnecessarily e.g., because they had a late night or for non-infectious illness or injury that would not affect their ability to learn.
- Absences which have never been properly explained.

- Shopping trips.
- Looking after other children or children accompanying siblings or parents to medical appointments.
- Their own or family birthdays.
- Holidays taken during term time, not deemed 'for exceptional purposes by the headteacher, including any arranged by other family members or friends.
- Day trips.
- Other leave of absence in term time which has not been agreed.

Filming and Performance Requests: The Local Authority will issue a Performance License based on information provided by the school. A maximum of 5 days filming per academic year will only be authorised providing the pupil's attendance is over 90% and they are making expected levels of progress. Any request which exceeds 5 days will be recorded as unauthorised and the Local Authority will be advised accordingly which may result in the decline of the Performance License. When the initial request for filming is received a letter will be issued to parents/carers detailing how many days are authorised and the date and number of days taken for filming or performances will be recorded on the child's attendance record.

Part-time Timetables: In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable should not be used to manage a pupil's behaviour. A part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution. Any pastoral support program or other agreement should have a time limit by which point the pupil is expected to attend full-time, either at school or alternative provision. There should also be formal arrangements in place for regularly reviewing it with the pupil and their parents. In agreeing to a part-time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must treat absence as authorized.

Term-time Holidays: There is no legal entitlement for children to have an authorised leave of absence during term time to go on family holidays. The Head must assess each application on merit and has, within their discretion, the option to authorise up to 10 days per academic year. At Eton End these absences will only be authorised where the attendance record for the previous 12 months reflects 95% attendance or above. All requests for holiday leave of absence must be made in writing to the Head.

Unplanned absences will be marked as an 'N' but it is the responsibility of the Form Teacher to change this as soon as the reasons for the pupil's absence becomes known, if not already identified and amended by the school admin staff.

14. Persistent Absenteeism (PA) and Severe Absenteeism (SA)

A pupil is defined by the Government as a 'persistent absentee' when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence. Absence at this level will cause considerable damage to any pupil's education and we need the full support and co-operation of parents to resolve this. All pupils who have attendance levels of 90% or below are considered to be a persistent absentee. A pupil who has missed 50% or more schooling is defined by the Government as 'severely absent'. Pupils within this cohort may find it more difficult to be in school or face bigger barriers to their regular attendance and, as such, are likely to need more intensive support.

15. Absence Procedures

We monitor and review all pupils' absence, and the reasons that are given, thoroughly. KCSIE 2025 states unexplained and /or persistent absences from education are safeguarding issues. If a child is absent from school the parent must follow these procedures:

- Contact the school on the first day of absence before 08.35 / 12.35pm (Nursery) and 13.30 pm for Prep/Pre-Prep, when our register closes. Please report your child's absence using the school phone line: 01753 541075
- Contact the school on every further day of absence, using the school phone line: 01753 541075.
- Ensure that your child returns to school as soon as possible and you provide any medical evidence, if requested, to support the absence. Medical evidence may be requested where your child is having multiple periods of absence which are reported as being due to medical reasons.

When determining whether a child is too ill to attend school, both parents and school staff can consider the advice contained within NHS guidelines.

If your child is absent (unexplained), we will:

- Telephone or email you on the first, and every subsequent day of absence, if we have not heard from you. However, it is the parents' responsibility to contact the School.
- If the School is unable to contact parents by telephone, we will telephone emergency contact numbers, send letters home and a home visit may be made, in the interests of safeguarding.
- A referral will be made to Local Authority if no contact has been made with parents by the 10th day of absence (or sooner if deemed appropriate), at which point your child's will be considered to be "missing from education."

If absence continues, we will:

- Write to you if your child's attendance is below 95% or causing concern and/or where punctuality is a concern.
- Arrange a meeting so that you may discuss the situation with our Attendance Officer.
- Create a personalised action/support plan, such as an attendance contract, to address any barriers to attendance and make clear each person's role in improving the

- attendance patterns of your child.
- Offer signposting support to other agencies or services, if appropriate.
- Refer the matter to the Local Authority for relevant legal sanctions if attendance deteriorates following the above actions.

16. Lateness

Poor punctuality is not acceptable and can sometimes lead to irregular school attendance patterns. Good timekeeping is a vital life skill which will help children as they progress through their school life and out into the wider world. Pupils who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and embarrassed and risk missing vital work and important messages from their Form Teacher.

The times of the start of the school day for all pupils at Eton End are:

- Gates open: 08.15am
- Morning registration starts: 08.15am / Morning registration closes: 08.35am
- N.B. If a morning absence is planned, afternoon registration starts: 12.30pm for Nursery and 13.25pm for the rest of the school / Afternoon registration closes at 12.35 pm or 13. 30 pm.

Unplanned absences will be marked as an 'N', but it is the responsibility of the Form Teacher to change this as soon as the reasons for the pupil's absence or lateness becomes known, if not already identified and amended by the school admin staff. If late, change to /L/ and add reason why to note section.

17. Late Collection

We understand that on occasion unexpected delays can affect regular collection times, if parents are unavoidably delayed, they should please contact the School Office as soon as possible so that the pupil can be reassured ensure they are prepared for the change in routine. We monitor regular late collection from the school premises at the end of the school day. Names of such pupils are recorded by the Form Teachers or the Extra-Curricular Club leaders and a reason for the late collection must be recorded on each occasion. The school will invite parents to meet with a member of SLT to discuss late collection of pupils if it becomes frequent and regular or a pattern emerges. Please refer to the Supervision Policy for further details.

18. Local Authority Attendance Support Services

Local Authority Attendance Specialists work strategically by offering support to schools, to reduce persistent absence and improve overall attendance. Parents are expected to work with the School and Local Authority to address any attendance concerns. Parents should

proactively engage with the support offered, aiming to resolve any problems together. If difficulties cannot be resolved in this way, the school may consider more formal support and/or refer the child to the Local Authority.

The school has the option to have an assigned named Education Welfare Officer (EWO) who oversees Attendance Support Meetings with the school's Attendance Officer at least once a term.

Further support and advice include Pupil Inclusion and Support Manager Achieving for Children Phone: 07562 434921 www.leadershipupdate-rbwm.co.uk

Inclusion & Access Manager Mobile: 07704 300093

SEMH Intervention Service

<https://rbwm-leadership-update-and-schools-bulletin.secureprimarysite.net/education-welfare-service-202223/>

The PEAR (Pupils Educationally at Risk) panel run every month and Eton End can refer a pupil who is considered educationally at risk, either due to being at risk of permanent exclusion, at risk of emotional related school avoidance or medically vulnerable.

19. Absence and Punctuality Data

We use data to monitor, identify and support individual pupils or groups of pupils when their attendance or punctuality needs to improve. Persistently and severely absent pupils are tracked and monitored carefully. We also combine this with academic tracking, as increased absence affects attainment. We share information and work collaboratively with other schools in the area, local authorities, and other partners, when absence is at risk of becoming persistent or severe.

Appendix 1

Letter sent to parents in September or when they join mid-year.

Dear Parents,

At Eton End we firmly believe that regular school attendance is essential for the educational progress and overall wellbeing of our pupils. We hope that this letter and leaflet helps you to keep in mind the key aspects of our attendance policy.

Why regular attendance matters

Consistent school attendance allows your child to:

- Fully engage in learning and make academic progress.
- Develop critical social skills by interacting with their friends and teachers.
- Grow in confidence in a supportive and nurturing school environment.
- Build a sense of routine and responsibility, essential for future success.

Attendance support

We understand that some pupils may face challenges that impact their attendance. Tis here to provide support and guidance to pupils and families in such situations. If you encounter any difficulties related to attendance, please do reach out to your child's Form Teacher or me, the school's Attendance Officer:

deputyheadpastoral@etonend.org

Acceptable reasons for absence

We recognise that there are circumstances where a pupil's absence cannot be avoided.

Acceptable reasons for being absent from school include:

- **Illness:** when your child is unwell, either physically or mentally, and unable to attend school.
- **Medical appointments:** if your child has a medical appointment that cannot be scheduled outside school hours, please notify us in advance and provide relevant documentation (e.g., an appointment card).
- **Religious observance:** we respect the diverse cultural and religious backgrounds of our pupils. If your child needs to be absent for religious observance, please submit a request and the Head will review it.
- **Exceptional circumstances:** in exceptional situations, such as family emergencies or unforeseen events, please contact the school immediately to discuss the absence.

How to report unplanned absences

In the event of an unplanned absence, we ask that you follow these steps:

1. **Contact the school:** on the day of the absence, please call the school absence phoneline before 08.35am. If absence is in the afternoon. please call the school absence phoneline before 12.30pm for a Nursery pupil or 13.30 for a school aged pupil, to inform us about your child's absence:

01753 541075

- 2. Provide a reason for absence:** please provide a brief explanation for the absence, such as illness or family emergency, to help us maintain accurate records.

Term-time holidays

Term-time holidays are generally not advised during the school year. Absences due to term-time holidays are disruptive to learning and lead to missed opportunities in the classroom.

However, we recognise that there may be exceptional circumstances that require a term-time holiday. In such rare cases, please submit a formal request to the Head well in advance. The Head will carefully consider each request and, if deemed appropriate and in the best interest of the child, may grant permission for the term-time holiday.

We emphasise that such instances will only be considered on a discretionary basis, and the decision will be made with the pupil's educational welfare as the utmost priority. We appreciate your co-operation and understanding regarding our approach to term-time holidays.

My question has not been answered here:

Please contact me by email with any further questions, and I will be happy to discuss them with you.

Thank you for your co-operation in making sure your child receives the best possible educational experience.

Yours sincerely,

Leaflet to go with letter.

Appendix 2

What do we do to ensure good attendance?

- We emphasise the importance of good attendance.
- We reward good attendance.
- We do not authorise absences without a good reason if you are absent.
- We contact parents/carers if we do not know why a child is absent.

If attendance problems continue, we meet with you to discuss the way forward. If your attendance still does not improve, we may refer you to the school's Education Welfare Officer (EWO) for further support.

Attendance Officer at Eton End: Zoe Logan

directorofsafeguarding@etonend.org

Education Welfare Officer: Wendy Bould

Inclusion & Pupil Support
Children's Services
Achieving for Children
Zone F, Town Hall, St Ives Road, Maidenhead,
SL6 1RF

Tel: 07894232679

wendy.bould@achievingforchildren.org.uk

Please note:

If a child is absent for over a week with no reason and the school cannot contact the family a CME (Child Missing Education) referral will be made to the Borough of the family home address.

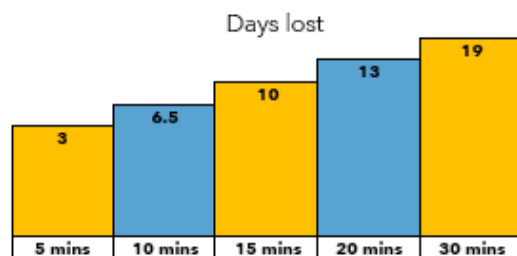
Punctuality

Morning registers close at **08.35 am**

Afternoon registers closes at
12:35pm (Nursery) or 13.30 pm Rec-Y6

Poor punctuality is not acceptable. If a child misses the start of the day, they can miss work and do not spend time with their Form Teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, it can be embarrassing for the child and can also encourage absence.

Lateness impacts on attendance!



Minutes late over one academic year

If a child arrives after registration, they will receive a mark that shows them to be on site, with a time of arrival notification. If a child has a persistent late record parents will be asked to meet with the Director of Safeguarding/Head to resolve the problem, but parents are encouraged to approach the school at any time if they are having problems getting their child to school on time.



Attendance Information for Parents 2024-2025



Report every absence using the phonenumber:

01753 541075

Why does attendance matter?

Attending school every day is essential in ensuring your child makes the most of their ability and does well at school. Your child will have the opportunity to:

- Make lots of friends and feel included
- Learn new things and develop skills
- Increase in confidence and self esteem
- Improve social skills
- Achieve potential and fulfil aspirations

Absences could leave your child anxious about their work, finding it hard to catch up and might become fearful of getting left behind.

What is good attendance?

Whilst 90% sounds like good attendance, this constitutes half a day off every week.

100%	0 0 days learning missed
95%	9 days absence 1 week & 4 days learning missed
90%	19 days absence 3 weeks and 4 days learning missed
85%	28 days absence 5 weeks and 3 days learning missed
80%	38 days absence 7 weeks and 3 days learning missed
75%	46 days absence 9 weeks and 1 day's learning missed

At 90%, the School will work together with the family, Educational Welfare Officer (EWO) and the child to improve attendance. A variety of strategies will be considered including a 'soft start' and a reduced timetable.

Understanding Attendance

Each school day is split into two sessions, the morning AM session and the afternoon PM session.

/ and \ = are used to show if your son/daughter is present and on time.

L = late to school

N = is used for an absence with no reason given or where we need some more details to allow us to decide on the best code.

Authorised Absences

B and V = Educated in another place, e.g. college and visits out of school.

M = Medical Appointment. Please make them out of school time where possible.

I = Illness when your child is too poorly to attend.

F = Funeral

R = Religious Observance

J = School interview

C = Absence authorised by the Head.

H = Holiday authorised by the Head.

Unauthorised Absences

O = When we have not received any reason or do not feel the reason is enough to authorise the absence.

G = Unauthorised leave in term time, e.g. a holiday without the Head's permission.

Principles

By law, all children of compulsory school age (5 to 16) must receive a suitable full-time education. Parents, teachers and the local authority have a duty to ensure maximum attendance at school. Eton End School holds high expectations of attendance and punctuality. Term dates are published a year in advance and are available on the school website. Any amendments to this will be clearly communicated to the whole community.

Summary of Expectations

- 1.** Compulsory-aged pupils are expected to attend school every day unless they are ill or have pre-arranged permission from the Head to be absent from school. This is also applicable where officially authorised "online" is in place.
- 2.** Where a pupil is absent for 3 consecutive days or has a pattern of absence that is a concern, this must be reported, usually by the Form Teacher, to the Designated Safeguarding Lead.
- 3.** In line with regulations, any absence of more than 10 consecutive days or regular absence will be reported to RBWM.
- 4.** Any unauthorised absence will appear on reports and future references.
- 5.** Any absence over four days will be reported to Tier 4 department in the case of overseas students.
- 6.** Parents should arrange vacations during the published periods of holiday unless there are extenuating circumstances and prior

Appendix 3 - Absence Letter 90-96%

Dear

Forename - Surname:

I am writing to inform you that your child X has attendance which has fallen below our 96% attendance threshold. X currently has an attendance rate of X%. We understand this may be due to a couple of days of sickness absence, however we feel it is important to alert you to the overall attendance rate.

I am sure that you appreciate the importance of regular attendance at school from both an academic and social perspective and I look forward to seeing an upturn in X's attendance in the coming weeks.

Yours sincerely

Zoe Logan

Deputy Head Pastoral / Attendance Officer

Appendix 3

Lateness letter template - please note the letter can be tailored to the situation / family.

Dear Mr

Persistent Late Arrival at School: **Forename / Surname:**

I am writing to inform you that **Forename** has been late xx times to date this term / academic year, during the period up to and including **XX**.

I am disappointed to see **Forename's** punctuality has not improved since this was raised with you earlier this term. I do appreciate that slow traffic and other factors can contribute to children being late for school but please be aware that arriving late can be distressing and disruptive for both xx and other children in their form, it may also impact on their first lesson.

Therefore, can I remind you of the importance of punctual attendance at school and request that you ensure that your child arrives at school on time in the future.

If no improvement is made, you will be invited to meet with me to discuss ways we can help support you regarding punctuality.

Please note all pupils should be onsite and registered by 8:35am

Yours sincerely

Zoe Logan

Deputy Head Pastoral / Attendance Officer

Appendix 4

Persistent Lateness letter template - please note the letter can be tailored to the situation / family.

Dear Mr

Local Authority Referral Letter: **Forename / Surname**

I am writing to inform you that in light of poor punctuality (**XX%**) I would like to meet with you to discuss the reasons for **Forename** repeated lateness. The School Office will call you later today to arrange a suitable time for this meeting. Depending upon the outcome of this meeting I may take the decision to refer **Forename** to the Local Authority Educational Welfare Service as part of the guidelines to which I must adhere as the Attendance Officer. This team deals with pupils who have either persistently low attendance at school or with those pupils who arrive late for school repeatedly. This forms part of our statutory safeguarding duty. The team will engage with you to understand the reasons for **Forename lateness** and to support you in making improvements. I do hope that our meeting will mark a significant change in **Forename** punctuality and that we can move forward in a positive manner.

Please note all pupils should be onsite and registered by 8:35am.

Yours sincerely

Zoe Logan

Deputy Head Pastoral / Attendance Officer

Appendix 5

Absence Letter 90-95% letter template - please note the letter can be tailored to the situation / family.

Dear Mr

Forename / Surname

I am writing to inform you that **Forename** has attendance which has fallen below our 95% attendance threshold. **Forename** currently has an attendance rate of **XX%**. We understand this may be due to a couple of days of sickness absence, however we feel it is important to alert you to the overall attendance rate. I am sure that you appreciate the importance of regular attendance at school from both an academic and social perspective and I look forward to seeing an upturn in **Forename** attendance in the coming weeks.

Yours sincerely

Zoe Logan

Deputy Head Pastoral / Attendance Officer

Appendix 6

Absence Letter below 90% letter template - please note the letter can be tailored to the situation / family.

Dear Mr

Forename / Surname

I am writing to inform you that **Forename** attendance is well below the 95% threshold which is deemed to be good attendance. I would like to meet with you to discuss attendance and I must inform you that your case may be referred to the educational welfare department of your local authority. Your child's percentage attendance up to and including **XX** is **XX**. It is the aim of Eton End School that every child in the school will work towards an attendance target of 95% and above.

Part of our statutory duty is to monitor attendance regularly and take appropriate action to ensure the well-being and safety of all children. If your child has any concerns about coming to school, please do let us know so that we can work with you to resolve any worries or obstacles.

Yours sincerely

Zoe Logan

Deputy Head Pastoral / Attendance Officer