



VALENCE PRIMARY SCHOOL

Attendance for Learning Summary



Introduction

NB: This guidance should be read in reference to Valence Primary School 'Attendance for Learning Policy' as this explains responsibilities in full to school attendance i.e. school, child and parents.

The Attendance for Learning Policy covers, in full, the following areas:

- School Attendance
- Expectations of Attendance and Punctuality
- Types of Absence
- Penalty Notices and other legal measures
- Absence through child participation in public performances, including theatre, film or TV work & modelling
- Absence through competing at regional, county or national level for sport

The policy can be found on our website and be obtained from each school office.

Vision Statement – Attendance For Learning

Valence Primary School strives to achieve 100% attendance and excellent punctuality for all its pupils. We know, guided by research and best practice, that excellent attendance and punctuality are essential to ensure academic progress, attainment, and well-being for pupils.

We also know that children thrive when there is good rapport, communication and collaboration between home and school. The Valence Primary School '**Home-School Agreement**' is covenant to our commitment of working together to ensure the very best outcome for all children and in regard of their education, health, social and emotional wellbeing.

Recording Attendance

Legally the official register must be marked twice daily (AM and PM sessions). All other attendance marks are for internal monitoring and tracking purposes.

Lateness/Punctuality

It is important to be on time for the start of lessons to not miss vital learning and to not cause disruption to the learning of others. It is reasonable to expect pupils to catch up missed learning at home or in detention.

Pupils arriving late to school must report to the school office to explain their lateness and to be registered. The Attendance Manager will decide if the lateness is authorised or unauthorised, record the attendance mark, number of minutes late and issue a late slip.

Further guidance on punctuality can be found here <https://attendanceplus.co.uk/lateness/>

What To Do If My Child Is Absent?

First Day of Absence

The parent should contact the school office by 9.30 a.m. on the first day of absence.

Parents should state the child's name, class and the reason for absence. This process should be repeated daily if the absence persists, or, if the length of absence is known, state the number of days the child will be absent, and this will cancel the need to contact the school each day.

A written note from the parent to explain the child's absence can also be provided on the day of the child's return to school. The note will be added to the child's school file. Any absence that has not been explained will remain unauthorised.

NB: An unauthorised absence is a strict liability offence and a parent could face legal action in regard of these.

Third Day Absence

If the parent has not contacted the school or the child has not been seen, the school is required to start 'children missing education' procedures as set down by Barking and Dagenham Local Authority guidance. This means the school will take reasonable steps to establish the whereabouts of the child.

Ten Day's Absence

The school has a duty to report the absence of any child who is absent without explanation for 10 consecutive days. The Local Authority will be notified the child is 'at risk of missing education'. The Local Authority will then follow up the absence.

Continued or Ongoing Absence

If a child misses **10%** of school across the school year they are defined as a 'persistent absentee.' Where this absence is authorised, the school Attendance Manager will seek to support the child via implementation of an Attendance Improvement Plan (AIP). Where this absence is not authorised, the school will implement an AIP with a view to issuing a Penalty Notice and/or onward referral to the contracted agent or Local Authority legal team.

Further guidance about school attendance can be found here <https://attendanceplus.co.uk/absence/>

Request For Leave of Absence

Only the Head Teacher can authorise a leave of absence. A request for a leave of absence should be submitted to the **Head Teacher in advance**, using the official **Leave of Absence Form** (available in the school offices). Leave of absence will only be granted in exceptional circumstances (rare, significant and unavoidable). Please refer to the 'Attendance for Learning Policy' for full guidance.

Supporting Families

We appreciate that families may experience difficulties, and these could impact of children attending school. Valence Primary School will endeavour to work with families to improve attendance and punctuality issues. Please feel confident to contact us if you are experiencing difficulties. You can contact Lesley Cater, Attendance Manager on 0203 006 9888.