



Attendance Principles at Earlham Primary School

Earlham Primary School is part of the Eko family of schools. All Eko Trust schools recognise that positive behaviour, good attendance and punctuality are essential in order to raise standards of pupil attainment and to give every child/young person the best educational experience possible.

There is a Trust wide policy in place: [Attendance and Punctuality Policy](#)

This policy is written with the above statement in mind and underpins our ethos. We are committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

School specific information:

School start time for years 3 - 6: 08:40 - 08:50

School end time for years 3 - 6: 15:10

Register closing times: 09:15

School start time for Reception and Years 1 and 2: 08:50 - 09:00

School end time for for Reception and Years 1 and 2: 15:20

Register closing times: 09:15

School start times for nursery (AM): 08:40

School finish time for nursery (AM) : 11:40

School start times for nursery (PM): 12:25

School finish time for nursery (PM) : 15:25

Attendance Lead: Ms M Khan

This is the person you should contact about attendance on a day to day basis and/or for more detailed support on attendance.

Contact details: 0208 534 6127

Senior Leader: Ms J Oudegeest / Ms N Robinson

The person with strategic oversight of attendance.

Contact details: 0208 534 6127

Informing the school of the reason for an unexpected absence:

If a child is absent from school parents/carers must follow the following procedures:

- Contact the school on the first day of absence before 9.00 am. All Trust schools have answer phones available to leave a message if nobody is available to take the call, or call into school personally and speak to the office staff. Many schools also have the option to email if there is a problem with the phone line. (See policy for further details.)

Requesting leaves of absence:

Exceptional leave will only be granted only in extraordinary circumstances.

Holidays/leave of absence during term time will not be granted unless there is a reason that is deemed as **exceptional** by the Head Teacher / Head of school- irrespective of a child's overall attendance.

All requests/applications for a leave of absence must be made in writing to the school which the child/children attend.

Parents / Carers should not book any plane tickets, accommodation etc before hearing back from the school. We recognise that emergency situations do occur and will endeavour to respond to leave requests as soon as possible. Please provide as many details as possible on any leave requests so that the school has all the information needed to make a decision.

Where a child is taken out of school before a request was agreed, or where no application was made to the school, the school will contact the Local Authority for the issuing of a penalty notice (as per the policy).

Please note: Eko Trust schools will not agree exceptional leave during term time:

- during examinations and test periods (these are set a year in advance in the Trust / Examination Board's assessment calendars)
- when a pupil's attendance record already includes **any level** of unauthorised absence (regardless of the number of instances) or they have already been granted authorised leave within an academic year.

NB There is a higher rate of absence and application for leave in July and September. These are key transition points and absence during these key times are often detrimental to children. This is especially very important in September as children need to settle into their new classes at the start of the academic year as quickly as possible.

Each application made will be judged on its own merits and it does not necessarily mean that leave will be automatically granted just because a situation is similar to what another parent / family faced or has faced in the past.

Please note that visiting grandparents or family abroad (regardless of their health status) is not seen as exceptional circumstances as these visits can be carried out during school holidays.

Where a grandparent or family member is critically ill abroad or somewhere else in the UK, a leave request form still needs to be completed. Failure to do so will result in the school requesting a penalty notice issued by the local authority. The school may also call you in to discuss the situation and how many days the school will authorise or to see what alternative arrangements can be made to ensure the child(ren) do not miss out on their learning.

Fixed Penalty Notice:

In agreement with local partners, circumstances which may result in the issue of a Penalty Notice are identified as:

- a) Where parents persistently fail to ensure their children attend school and attendance is 90 per cent or below in a term i.e. 10 or more sessions of absence with no acceptable reason and no other legal sanctions are underway (where a child(ren) have 10 authorised sessions at any given time (not necessarily consecutive days).
- b) Term time leave is taken without obtaining the agreement of the school.
- c) Where leave is agreed, for example 3 days maximum, and parents call in to report the children sick for the period before the leave starts or after the leave ends. If this happens, parents will be required to present medical evidence for the duration of the child's absence and the leave will be cancelled. A home visit will also be carried out to confirm the child(ren) is ill and unable to travel as this will put the child at risk. A child that is too sick to come to school is too sick to travel.
- d) Unwarranted delayed return from term time leave without school agreement. If travelling from abroad, parents / carers will be required to supply letters from the airline / travel company explaining the delay. Without this evidence the child(ren)

will be marked as absent / unauthorised and a penalty notice may be requested. The leave will also be cancelled if evidence is not presented to the school.

e) Persistent late arrival after the registers have been closed - minimum of 10 sessions

f) Parents' or carers' failure to make arrangements to ensure that children who have been excluded from school due to misbehaviour are not in a public place at prescribed times during the first five school days of any exclusion, without reasonable justification.*

** It is incumbent upon the parent(s) / carer(s) in such circumstances to provide proof of reasonable justification, for example, that the child or young person needed to attend a pre-arranged medical appointment, or a medical emergency requiring the child to be supervised elsewhere than at home.*