



Melcombe Primary School Attendance Policy

Reviewed by: Carol Campbell & Phoebe Wight

Date adopted: 01/03/2019

Signed 

Date 1.3.19

Emma Anderson
Chair of the Governing Board

Date for Review: 01/03/2021

Attending School

At Melcombe Primary School, we believe that children must attend school unless they are unwell or there are special circumstances that have been cleared with the Headteacher. Research has shown that children have better life chances if they attend school regularly. At Melcombe, we reward excellent attendance and punctuality. Our expectation of school attendance is 100%.

If attendance falls below 90%, it is considered to be in the "persistent absence" category. In this instance, we would consider referring our concerns to the relevant external body to give parents and children the opportunity for additional support to help the family to achieve an improved pattern of attendance and to address the issues that lie behind the non-attendance.

In the event of a child's absence, their parent or carer must telephone the School Office (020 8748 7411) or email our Attendance Officer, Phoebe Wight, at pwight@melcombepimary.com before 9.00am on the first day of absence. This should be followed up with a letter or supporting documentation (hospital letter, prescriptions, GP appointment cards, appointment text shown to the Admin team) on the child's return to school.

If absence of a child is requested due to special circumstances, this should be put **in writing, at least 2 weeks in advance**, to Mr Leeming. Each request will be dealt with individually, taking into account the reasons for the request, the time of year, the disruption to the child's learning and the child's attendance history. Persistent absence with no explanation may result in a referral to London Borough of Hammersmith & Fulham's Education Welfare Department, which could result in a fine.

Registration

The whistle goes at **9.00am** and pupils line up in the playground in their classes. Children then follow the class teacher and proceed to their classroom where the register is taken. If their class has entered the school building without them, they must proceed to the Attendance Hatch to collect a 'Late Slip' to give to their class teacher. This is essential due to safeguarding regulations. The school office will then know they are in the school building and will not contact parents and carers unnecessarily. The welfare and safety of children is paramount.

Attendance and Punctuality Rewards

- An Attendance Teddy is awarded during assembly to the class with the highest attendance in KS1 and KS2.
- At the end of the academic year, a child with 100% attendance and no lates will be rewarded with a WHSmith voucher.
- Children's registration certificates will be given to parents and carers during each Parents' Evening.