



ATTENDANCE POLICY

Committee ownership for this policy:	FGB
Must be approved by FGB:	Y
Required by: 1 / 2 <ul style="list-style-type: none"> Where 1 is indicated, the requirement is statutory Where 2 is indicated, the requirement is recommended 	1
Frequency of review:	Annual
Date last reviewed:	December 2025
Date of next review:	December 2026
Display on website:	Y
Purpose:	The purpose of this policy is to clarify the processes and procedures used to ensure good punctuality and attendance. It clarifies the responsibilities of the parents, the school and the Local Authority
Consultation:	All staff and governors
Links with other policies:	<ul style="list-style-type: none"> Whole school vision statement Equalities Policy Behaviour Policy Exclusion Policy Anti-Bullying Policy Supporting pupils with medical conditions

Introduction

Kew Riverside Primary School aims to work together with parents in order to achieve **aspirational** levels of attendance and punctuality for all children. Regular attendance is crucial to having a **positive** impact on children achieving their full potential in learning. This supports all children in feeling **included** by making friends and feeling more settled and happier in school.

Regular school attendance is essential for children to make the most of the educational opportunities that are available to them. Good attendance ensures better progress both academically and socially, improves children's future life chances and establishes a **resilient** work ethic early in life. Punctuality also impacts the progress of children within school. When children miss school, teachers need to break from their plans and re-teach certain aspects, which can hold up the learning of all the children in the class. If a child has a special educational need, the effects can be even greater. Lateness and poor attendance may also be potential indicators of a safeguarding concern.

There is a statutory requirement for schools to maintain attendance registers showing the attendance of pupils at each session (i.e. morning or afternoon) when the school is open to pupils and to show a distinction between 'authorised' and 'unauthorised' absence (see below for details).

At Kew Riverside Primary School we celebrate children's achievements in all areas including attendance. Our whole school Classopoly board recognises classes who achieve the highest attendance each week and allows them to collect a series of awards. These are published in our weekly newsletter and individual pupils who achieve 100% attendance each term are celebrated in assembly.



Attendance and Punctuality

The top classes for attendance this week were:

1st: Maple Class: 98.3%

2nd: Oak Class: 98%

3rd: Ash Class: 97.9%

Well done to Willow and Ash Class for having no lates this week!



Kew Riverside Primary School's expectation is that all pupils should attend school **every day**. If your child's attendance falls to 90% or below, your child is missing at least half a day of school a week. We closely follow the Local authority guidelines on attendance.

Our School Values



Useful links for parents:

[Working together to improve school attendance](#)

[NHS - Is my child too ill for school?](#)

School Day Timings

Our school day starts at 9.00am

School gates open:	8.40am
Classroom doors open:	8.40am
Classroom doors close:	8.50am
Morning registers taken:	8.50am
Afternoon registers taken:	1.15pm
School day ends:	3.15pm (Reception)
	3.20pm (Years 1-6)

Procedures

Absence If a child is absent, the parent/carer must contact the office by phoning the school office on 0208 487 8437 or by emailing info@kewriverside.richmond.sch.uk **on the first day of absence and then updating the school as necessary.** If parents do not contact the school with a reason, the school will call home after 09:00 on each day of absence. If the school is unable to reach the parent/carer they will attempt to contact the child's emergency contact(s).

Kew Riverside Primary school would encourage all parents to develop a support network with other families when needed to ensure that their children are present in school every day. Exceptional circumstances will be considered case by case and a support plan put in place if necessary.

Children with diarrhoea or vomiting should stay off school until they have not been sick or had diarrhoea for at least 48 hours.

All reasons for absence will be recorded and monitored by the school. A letter and medical evidence, if requested, must be sent in when the child returns to school to authorise the absence.

Registration

Children's attendance is noted in the school's electronic registers. Registers are taken at the start of each morning and afternoon sessions (see above). The registers are closed at **09.20am** in the morning and **1.15pm** in the afternoon.

Lateness

If a child enters class after 8.50 am they are officially marked as late. If a child enters the classroom after 9.20 am when registers close they are officially marked as absent for the morning session.

Monitoring Attendance and Punctuality

The school will closely monitor the attendance and punctuality for individual children and where this is below our expectations, steps will be taken to highlight our concerns and work with families to improve outcomes. Steps will include formal letters from school, an invitation to a meeting or a possible referral to the local authority.

Authorised Absence

Whilst we expect all children to attend school every day, we understand that there are some situations where a child is unable to be in school. These will be reviewed case by case and authorised at the Headteacher's discretion following a conversation or if suitable evidence is provided.

These could include:

- Unavoidable medical/dental appointments - evidence of appointments is required
- Days of religious observance (up to 2 days only)
- Secondary School transfer visits
- Exceptional family circumstances, such as a bereavement or funeral

Fixed Penalty Notice:

Term-time leave is not permitted.

Any requests for leave must be made to the Headteacher in writing using the leave form. It is the discretion of the Headteacher to consider exceptional circumstances on a case by case basis. Should a leave of absence be taken without permission from the Headteacher, this will result in a fixed penalty notice.

Achieving for Children will be informed and a Fixed Penalty Notice will be issued.

The Penalty Notice is £60 per parent, per child if paid within 21 days and this rises to £120 per parent, per child for the offence period if paid after 21 days, but before 28 days.

Failure to pay will result in the local authority seeking court action for failure to ensure regular school attendance.

We do not condone leave of absence during term time.

Referral to the Education Welfare Services

Where we are unable to establish contact with a family who has a child missing in education, a referral will be made to EWS.

School Organisation

In order for the school's Attendance Policy to be successful, every member of staff must make attendance a high priority and convey this to the pupils at all times. Parents/carers need to support these views in the home to ensure that children are receiving corresponding messages about the value of education.

Along with our staff, our expectations of other stakeholders are as follows:

Parents and Carers:

- By law, parents/carers are responsible for ensuring that children of compulsory school age receive full time education.
- Ensure their child is on time for school every day and collected on time
- Communicate with the school the reasons for any lateness or absence
- Provide the school with two emergency contact details
- Inform the school office of medical/dental or other appointments in advance
- Requests for any absence other than illness or medical appointments must be made by completing the school's 'request for absence' form available from the school website (under Attendance) or office.
- Holidays should not be taken during term time. These absences will always be unauthorised.

The Governing Body is responsible for reviewing and approving this attendance policy in conjunction with the Headteacher and to monitor the policy's effectiveness.

Responsibility of Local Authority

The Education Welfare Service (EWS) hold statutory duties and responsibilities. (See below) The service works in collaboration with schools across Richmond by providing advice and support to improve attendance rates and reduce persistent absence. The Education Welfare Service deals with individual school attendance cases.

Statutory duties

- Instigating legal proceedings and issuing cautions against parents who have failed in their duty to ensure their children's regular school attendance
- Issuing school attendance orders
- Applications to the Family Court for Education Supervision Orders (ESOs)
- Tracking children missing education
- Licensing of children in employment and performances
- Issuing matron or chaperones licences

The Education Welfare Officer for Kew Riverside Primary School is **Julie Miller**.

We strongly believe, that by working together as a whole school community and championing the importance of attendance and punctuality, our children will flourish now and in the next chapter of their education and beyond.