



Mayespark Primary School Attendance Policy 2025

Version	1.1
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Approved by	Emiley Davies
Approved Date	
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Reviewed by	

At Mayespark we believe that positive behaviour and good attendance are central to raising standards and pupil attainment. The school has adopted the Local Authority Attendance Strategy which can be viewed on 'Redbridge i'. This policy clarifies our internal roles, responsibilities and procedures. The school also adheres to the Department of Education statutory guidance <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

We aim to:

- We strive to achieve **over 95% overall attendance**
- Promote children's welfare and keep them safe
- Safeguard children's rights to learn
- Maintain parents'/carers' and pupils' awareness of the importance of regular attendance
- Give our pupils the best chance of succeeding whilst at school

Good attendance is important because:

- Statistics show a direct link between under-achievement and poor attendance
- Regular attendance means better progress, both socially and academically
- Regular attendance means it is easier to cope with routines and school work
- Regular attendance means learning is more satisfying
- Regular attendance means an easier transition to secondary school, and ultimately, the world of work, having developed positive habits in attending school every day

Creating a pattern of regular attendance is everybody's responsibility; parents/carers, pupils and all members of school staff have a part to play.

Rewards:

- An attendance cup is presented to the best attended classes across KS1 and KS2 each week and is presented during our Friday Achievement Assemblies;
- Class teachers of the winning classes wear an attendance medallion throughout the week to highlight their class' success
- Classes who achieve 100% attendance get extra play with Mrs Davies.
- £2 coins are given to classes with the highest weekly attendance. This can be accumulated and 'spent' on resources for that class chosen by the children in collaboration with their teacher;
- In the Autumn term Reception children receive individual certificates and attendance stickers if they have attended school all week;
- Children throughout the school are awarded with a medal for excellent attendance as follows: bronze for 1 term, silver for 2 terms and gold for 3 terms;
- A class attendance 'league table' will appear in the half termly newsletter and sent to parents and carers as well as the best class per year group sent out each week via the school's app.
- Special awards for the class with the highest attendance at the end of each term such as a class trip to the cinema.

Punctuality:

Good time keeping is a vital life skill which will help our children as they progress through their school life and out into the wider world. Good punctuality needs to be started from the earliest age (from Nursery and Reception).

Poor punctuality is not acceptable. Pupils arriving late disrupts lessons; it can be embarrassing for children and can also encourage absence.

- The main gates to the school open at 8.30am allowing families to enter the back playground.
- All children are encouraged to come straight into school at 8.40am and all doors will be closed promptly at 8.45am to ensure the safety and security of every child and adult in the school

- It is essential to be on time as the first few minutes of the school day are often used to give out instructions or organise schoolwork for the rest of the day
- If a child misses this short but vital session, their work for the whole day may be affected
- Arrival after the close of registration will be marked as unauthorised absence in line with the Department for Education (DfE) guidance
- All pupils that arrive late will be marked in the register with either an 'L' (late) or 'U' (unauthorised absence) code
- The time of arrival is recorded and this could be used in evidence in the event of court action and/or for issuing fixed penalty notices
- If a parent brings their child to school late they must take them to the main entrance, **they must not enter the school via the outside classroom door for safety reasons**
- Parents will be asked for the reason why their child is late
- In cases of persistent lateness the Headteacher can apply to the Local Authority to issue a penalty notice, though a notice will not normally be issued unless the child concerned has had 7 or more lates in a half term (this would normally be over a 6 week period). However, where attendance is also a concern the local authority will consider lateness that has occurred less than 7 times.

Late collection at the end of the day:

- Lessons finish at 3.15pm.
- Parents should be ready to collect their child each day by 3:15pm. Parents will be required to stand outside of the playground to allow the children to walk safely to their collection point.
- The main gates to the playground will then be opened a few minutes after 3.15pm, once all the children are ready to be collected. This allows us to make sure they are safe and going home with the correct adult.
- Children will be taken to the main school office after 3.25pm if not collected.
- Parents who are regularly late picking up their children will be monitored and if necessary a referral to social services might be made
- Children attending after school clubs must be collected at the specified time, otherwise the child is at risk of losing their privilege to attend the club
- Uncollected children will be referred to a place of safety

Pupils can help by:

- Going to bed when their parents/carers tell them and ensuring that they have had a good night's sleep
- Doing their best to get up in the mornings and get ready quickly for school
- Getting their book bags, uniform, shoes, PE kits etc ready the night before
- Presenting at school ready to learn having eaten breakfast

Parents and Carers can help by:

- Telephoning or emailing the school on the child's first day of absence and every day thereafter of absence before 9.00am
- Bringing your child to school every day and on time unless there is an unavoidable reason for absence e.g. illness or a one-off family emergency (day trips, birthday celebrations, meeting family members are not reasonable reasons to miss school)
- Arranging medical/dental appointments out of school hours or in school holidays
- Discussing any problems with regular attendance (or if your child is reluctant to come to school for any reason), with the class teacher or Headteacher
- Sending in a written note explaining your child's absence on their return (please note that this does not constitute as medical evidence)
- Keeping the school informed by phone during prolonged absence due to illness
- Providing medical evidence for absences caused by sickness from the 3rd day onwards or where patterns of absences have emerged
- Medical evidence will be required if children are off school on the first or last day of a term
- Not keeping children at home for minor coughs and colds – these absences will be closely

monitored and medical evidence may be required if absence is deemed excessive

The class teacher will:

- Greet all children positively in the morning, speaking to them by name, ensuring they feel welcome
- Foster a caring and considerate environment where your children feel safe and valued irrespective of their attainment
- Develop positive partnerships with parents
- Mark the register at the start of each school session, recording absence with the correct code
- Ask the child why they have been absent and check how they are feeling on returning from an absence
- Ask the parent of a child who has been absent for an explanation if not previously given
- Share any concerns about progress and attainment that could be linked with poor attendance and punctuality
- Encourage and explain the reasons why excellent attendance is important
- Encourage good punctuality by being a good role model to the children and by celebrating good class punctuality

The school will:

- Follow up unexplained absences on the first day with a text in morning and this will continue on a daily basis
- Make a telephone call home if there is no response to the text
- The school's Designated Safeguarding Leader and Attendance Officer may conduct a home visit or request welfare checks through the Educational Welfare Service
- Provide a form which will be sent home for completion if no response is received from parents/carers so we can find out why your child was absent
- Remind parents of the importance of regular attendance and punctuality in newsletters, school website and on Facebook
- Arrange for the Attendance Officer to meet with parents to discuss concerns, barriers and offer support when needed
- Devise a personalised attendance contract with the parents and school to support and improve a child's attendance
- Issue a notice to improve
- Report whole school attendance data to governors termly
- Acknowledge and reward good attendance and punctuality
- Publish a child's attendance rate on their school reports
- Let parents know if we have concerns regarding a child's attendance, through letters and school-based meetings
- Refer a child's attendance to the Education Welfare Officer (EWO) if attendance drops to **93%** or below.

Persistent Absence:

A child is deemed as Persistently Absent (PA) if they have 10% absence or more - this includes authorised absences. Absence at this level considerably affects children's education and parents' and carers' full support and co-operation is needed to address this.

The Education Welfare Officer (EWO) will:

- Contact parents/carers where there is concern regarding the attendance of a child.
- Welcome parents/carers contacting him or her themselves to ask for help or information.
- Give independent and impartial advice. (Contact details are available from the school office)
- Try to resolve any situation by agreement but, if other ways of trying to improve the child's attendance have failed and unauthorised absences persist, the Educational Welfare Service can use sanctions such as Penalty Notices or prosecutions in the name of the London Borough of Redbridge in the Magistrates Court (which will result in a criminal record for the

parent/carer).

Every half-day absence from school is classified by the school (not by the parent) as either AUTHORISED or UNAUTHORISED. This is why we must have a letter or a phone call from the parent/carer to inform us about any absence.

Authorised Absence:

Some absences are allowed by law and are known as “authorised absences”. For example: if a child is ill (backed up with medical evidence). Religious observance absences will NOT be authorised for more than 3 days annually and these must be recognised festivals or celebrations rather than family tradition. Family bereavement absences will be considered on an individual basis.

For medical absences (from the 3rd day of sickness onwards) we will request a letter from the doctor or we may ask you to bring in a prescription or the bottle or packet from prescribed medication.

Leave of Absence:

The school has a **zero tolerance policy** towards term time leave in line with the Local Authority, the government and the Governing Body of Mayespark. The Headteacher will only consider authorising an absence during term time where an application has been made in advance and where she is satisfied that there are **exceptional circumstances to justify the request**. In these cases no more than 5 days will be granted per school year for any pupil. **Term time visits abroad to see relatives will not be authorised under any circumstances.**

Sanctions for an Unauthorised Leave of Absence without Permission:

A ‘Notice to Improve’ is a final opportunity for a parent to engage in support and improve attendance before a penalty notice is issued.

Redbridge LA will issue penalty notices for leave of absence taken without the permission of the Headteacher as a supplement to the existing sanctions currently available under Section 444 Education Act 1996 or section 36 Children Act 1989 to enforce attendance at school. This may be for:

- A) 12 unauthorised sessions in any half term
- B) Leave of Absence taken without the permission of the Headteacher

A penalty notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution. Only 2 penalty notices can be issued to the same parent in respect of the same child within a 3 year rolling period and any second notice within that period is charged at a higher rate:

- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days. Please note for severe absence a decision may be made to proceed directly to magistrate court under the Education Act (1996)
- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution, but

Whilst a child may be absent from school because they are ill, sometimes they may be reluctant to attend school. Any problems with regular attendance must be discussed between the school, parents/carers and the child. If a parent thinks a child is reluctant to attend school for any reason then please contact the school so we can support you and your child to improve attendance.

Leavers:

If a child is leaving other than at the end of Year 6 to go to Secondary School, parents are asked to:

- Inform the school's admissions administrator when your child will be leaving Mayespark Primary School
- Complete a Mayespark school transfer form, so we know which school your child is transferring to and where to forward educational information, to ensure a smooth transition.

Children Missing Education:

If a child leaves our school and parents have not given us the above information, and we cannot contact them, then the child is considered to be a **Child Missing Education (CME)**. This means that the Local Authority has a legal duty to carry out investigations, which will include liaising with Children's Services and the CME Officer. The school has a statutory duty to advise the local authority if a pupil has been absent for 5 days or more where school is unable to make contact with the parent/carer or an extended family member.

Legal Note:

Parents have a legal duty to ensure the regular and full-time attendance at school of registered pupils (Education Act 1996). This policy is based on the law and on best practice guidance produced by the Department for Education and the Local Authority. The Schools Education Welfare Service aims to work with schools and families to promote good attendance and avoid legal action. However, in some cases, parents are prosecuted (taken to court) or have to pay a penalty (fine) if unauthorised absences continue.

We value your support in helping us to maintain high standards.
"Every lesson counts"



Goodmayes Lane, Ilford, Essex IG3 9PX Tel: 020 8599 2263

Email: Office@mayespark.redbridge.sch.uk Web: www.mayesparkprimaryschool.org.uk

Head teacher: Ms E Davies

Date:

Private and Confidential

Dear Parent/Carer,

Re: Attendance Monitoring – Letter 1 – [Child's Name and current attendance]

We are writing to inform you that [Child's Name]'s attendance has fallen below the national expectation of **94.5%**. While we appreciate that children may need to be off school due to illness or other unavoidable circumstances, regular attendance is essential to ensure that pupils make good progress and get the most out of their time in school.

We are currently monitoring attendance for pupils whose attendance is below the national threshold. [Child's Name]'s attendance will now be reviewed regularly to support improvement and to ensure that any issues can be addressed early.

If there is a particular reason for the recent absences, or if there is anything we can do to support you or your child, please don't hesitate to get in touch with us. We are here to work with you and offer support where needed.

We hope to see an improvement in [Child's Name]'s attendance over the coming weeks and will keep you updated.

Thank you for your continued support in ensuring your child attends school regularly and on time.

Yours sincerely,

Attendance team

Mrs Jones
Deputy Headteacher

Mrs Oshnaike
Attendance Officer





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Dear Parent/Carer,

Re: Ongoing Concerns Regarding Attendance – Letter 2 – [Child's Full Name]

Further to our previous letter regarding [Child's Name]'s attendance, we are writing to express continued concern, as there has unfortunately been no significant improvement. [Child's Name]'s attendance has now fallen below **90%**, which places them in the category of a **Persistent Absentee (PA)**, as defined by the Department for Education.

We fully understand that children may sometimes need to miss school due to illness or other valid reasons, and we appreciate the efforts many families make to ensure good attendance. However, when a child's attendance falls below 90%, it can have a serious impact on their learning, progress, and social development. Our Education Welfare Advisor is made aware of all persistent absentees and may contact you.

As a school, we have a responsibility to monitor and address low attendance. [Child's Name]'s attendance will continue to be closely reviewed, and if there is no improvement, we may need to arrange a formal meeting to discuss how we can work together to support regular attendance moving forward. In some cases, further referrals may also be made in line with the local authority's attendance procedures.

We are committed to supporting you and your child and would encourage you to contact us if there are any ongoing difficulties or circumstances we should be aware of. Our aim is always to work collaboratively with families to find positive solutions.

Please be advised that no further absences will be authorised unless supported by medical evidence (e.g. hospital appointment letter, copy of G.P. prescription etc.)

Thank you for your attention to this matter. We hope to see an improvement in [Child's Name]'s attendance in the coming weeks.

Yours sincerely,
Attendance team

Mrs Jones
Deputy Headteacher

Mrs Oshnaik
Attendance Officer





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Head teacher: Ms E Davies

Date

Punctuality concerns – Letter 1

Dear Parent/Carer of _____ - class _____

As part of our commitment to improving the attainment of pupils attending school, we monitor pupil attendance and punctuality on a regular basis.

As part of the monitoring process we identify any pupil, whose attendance causes concern, including those pupils who have arrived late to school on a number of occasions. We are therefore writing to you due to your child's current punctuality.

_____ has been late on _____ occasions.

The law requires children to attend school regularly and this includes arriving on time each day. Being late to school can have a considerable impact over the whole school year. When your child is late for school they are missing out on vital parts of their education.

If your child arrives after the register has been taken, they will have an "unauthorised" late mark – this is the same as an "unauthorised absence". If your child accrues 7 or more unauthorised marks due to lateness you may be issued with a Penalty Notice fine of £160 per parent, per child (reduced to £80 if paid within 21 days)

If you have any queries or would like to talk to anyone about attendance please do not hesitate to contact in the first instance our attendance officer on 0208 599 2263, option 2.

We trust you will ensure your child arrives promptly for the start of the school day.

Yours sincerely,

Attendance team

Mrs Jones
Deputy Headteacher

Mrs Oshnaike
Attendance Officer





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Email: Office@mayespark.redbridge.sch.uk Web: www.mayesparkprimaryschool.org.uk

Head teacher: Ms E Davies

Date

Punctuality concerns – Letter 2

Dear Parent/Carer of _____ – Class _____

We have previously sent out a letter to remind you of Mayespark Primary School's policy on lateness.

All children who come into school after the doors have closed at 8.45am and are registered in the office will receive a 'late' mark. In line with the Department for Education recommendations, there will be a Penalty Notice fine after a number of significant lateness. This will be £160 per parent, per child. This payment does not come to the school and is issued and received by the Educational Welfare Service at the London Borough of Redbridge.

The law requires children to attend school regularly and this includes arriving on time each day.

Since the last letter was sent, your child has been late for school on _____ occasions which has brought their overall total for this academic year to _____ times.

This is raising serious concerns and we are writing to inform you that if your child continues to be late for school again this term then a fine as stated above will be issued by the London Borough of Redbridge.

If you need support and would like to discuss this issue please make an appointment to see our Attendance Officer. Please give your child every chance to succeed at school – ensure they arrive on time every day.

Yours sincerely
Attendance team

Mrs Jones
Deputy Headteacher

Mrs Oshnaike
Attendance Officer

