



ATTENDANCE POLICY

Author

Attendance, Pupil and Welfare Officer

Version

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November 2025

Next Review by Governors

November 2026

ATTENDANCE POLICY

This policy reflects the vision of Purley Oaks Primary School.

At Purley Oaks we firmly believe that every child will be supported, valued and challenged. We are ambitious for our children and their families and are driven by our moral purpose to ensure that everything we do has a positive impact on the children's lives. We are determined that our children will take pride in their learning and themselves and that they will strive for excellence.

By working closely together and continuously improving our practice, there is no limit to what can be achieved.

Purley Oaks Primary School encourages all parents and carers to work in partnership with the school in order to improve attendance and punctuality and recognises that ***'parents have the primary responsibility to ensure that pupils of compulsory school age attend school regularly.'*** (DEF 1999).

What your child's attendance percentage means

Child's Attendance	Action
96%+	Excellent attendance
94-95%	Good attendance. Well done – strive to build on this
Below 95%	Causing concern. Attendance is below average and the child will be missing out on what others are learning. Parents should work hard to improve this and approach the school if they require any support. Contact will be made by the Welfare Officer if attendance doesn't improve.
Below 90%	Possible penalty notice/legal proceeding/referral to Early Help. Any child whose attendance falls below 90% is regarded nationally as a persistent absentee. You will be contacted and offered support by the Education Welfare Officer. In line with guidance from Croydon Council, all cases where attendance drops below 90% will be considered for a referral to Early Help within Social Services. Our aim is to support you to improve attendance. However, if a child's attendance does not improve, next steps may include a penalty notice or legal proceedings.

Responsibility of parents and carers

- Notify the school **before 9am** via the **‘My Child at School’ Reporting System** on the first day of absence, provided a detailed reason for absence.
- Ensure that any barriers to attendance are brought to the attention of the Welfare officer as soon as practicable, to allow for early intervention and support.
- Ensure that as far as possible, medical appointments are booked outside of school hours. Where this is not possible, please provide evidence of the appointment and endeavour to bring the child to school before or after the appointment if able.
- Provide medical evidence for absence if requested by the school office or Welfare Officer.
- Avoid taking the child out of school during term time for a leave of absence.
- If a leave of absence is requested, the parent must complete the leave of absence request form at least 3 weeks in advance of the absence. This is accessible under the ‘useful documents’ section of the MCAS app.
- Attend any meetings to discuss their child’s attendance.
- Endeavour to work with the school to promote their child’s attendance.

Responsibility of the school

- Designated senior leader for attendance – Mr R Griffin.
- Designated Attendance and Education Welfare Officer – Mrs K Beard.
- The school will contact parents via MCAS and telephone call if they have not received a reason for their child’s absence by 10am.
- The school will send letters home to parents who cannot be contacted, asking the parent to explain the reason for the child’s absence.
- The Welfare Officer will inform parents as soon as possible if their child falls below 90% attendance.
- The Welfare Officer will endeavour to meet with parents as soon as possible if support is requested by the parent to improve their child’s attendance.
- Leaves of absence during term time will not be authorised and may be referred to the Local Authority for consideration of a Fixed Penalty Notice. If there are exceptional circumstances, the Headteacher will consider these requests on a case-by-case basis.
- Children who do not attend school for more than 10 days and for which the reason for absence is unknown will be referred to the Children Missing from Education Department within Croydon Council.
- The Education Welfare Officer will follow the Department for Education national guidance to support families in improving attendance. Croydon’s guidance is included in Appendix 1.
- The school will at all times work within national and local government guidelines and legislation when striving to improve school attendance.
- The school will include attendance figures in termly reports to parents, including a breakdown of authorised and unauthorised absences along with lateness episodes.
- The Education Welfare Officer will provide termly and annual reports to the Head Teacher and Governing Board.

- Staff will strive to make Purley Oaks a happy and safe environment for all where all children want to attend every day.

Punctuality

Children should attend school every day on time.

The school gates open at **8:30am**. Reception, Year 1 and Year 2 enter their classes rooms at this time.

At **8:30am**, Years 3, 4, 5 gather on the main playground. Teachers take their classes inside at **8:40am**.

After an initial period meeting their teachers on the playground, Year 6 children will make their own way to class at **8:30am**.

Children who arrive late to school must report to the school office via the main entrance where they are signed in by their parent or carer.

The register closes at 8:55am. After this time, children will be marked as late.

Children who arrive after 9:25am will be marked with a 'U' code, which is counted as an absence and affects overall attendance. The Education Welfare Officer will speak with parents if their child is persistently arriving late. If there is no improvement, a referral will be made to the Local Authority for a Fixed Penalty Notice.

Rewards

The school will:

- Enter all children with 100% attendance at the end of each half term into a prize draw to win a prize.
- Reward all children who receive 100% for the whole academic year with a special 'experience' e.g. a special trip or lunch with the Headteacher.
- Reward 'most improved' pupils with prizes throughout the academic year.
- Reward the Key Stage 1 class with the best weekly attendance with the attendance mascot at the beginning of the following week.
- Reward the Key Stage 2 class with the best attendance with 10 minutes extra lunch play the following Friday afternoon.