



BE THE BEST YOU CAN BE

Attendance Policy

January 2024

At Edenside Primary School, we recognise the importance of attendance and the direct link this makes to having positive outcomes for our children. We strongly encourage all children to attend school as much as possible and be on time to school each day.

Sharing information with Families

Information about attendance monitoring will be shared with parents during the first month of each school year. This will outline the universal approach we take to informing parents about attendance and punctuality and how and when we will share any concerns we have.

Monitoring Attendance – Universal

At the parent's evening in November and March attendance and lates information will be shared with all families. If attendance is below 90% in January, March and May, a letter of concern will be sent to alert the family. All absences are recorded daily and the reasons given.

Monitoring Attendance – Causing concern (less than 90%)

If a child's attendance is below 90% then we will monitor and record their attendance on a weekly basis and record the reason given. If the absence does not improve or a repeat of reasons given continue to cause concern we will escalate the monitoring to be a significant concern. Where attendance has improved to over 90% for over a month, then monitoring will continue at the universal level.

Monitoring Attendance – Significant concern (less than 80%)

When a child's attendance causes significant concern, a member of the management team will contact the family and arrange a meeting with them. The purpose of the meeting is to discuss the barriers to attendance and create an agreement about how we will work together to improve attendance. Attendance will continue to be monitored. A second meeting time will be agreed to review the agreement and agree next steps. If attendance has improved, then we will monitor at the causing concern level. If attendance hasn't improved, we will discuss the reasons why and agree how we will move things forward for the child. We will seek support from other agencies (where appropriate) and set another review meeting. Where attendance has improved to over 80% for over a month, yet still below 90%, then monitoring will continue at the causing concern level.