



SHERINGDALE

Sheringdale Primary School

Whole School Attendance Policy

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Date reviewed: 2025

Next review date: 2026

1. Introduction – our aims

1.1 Our approach to improving attendance

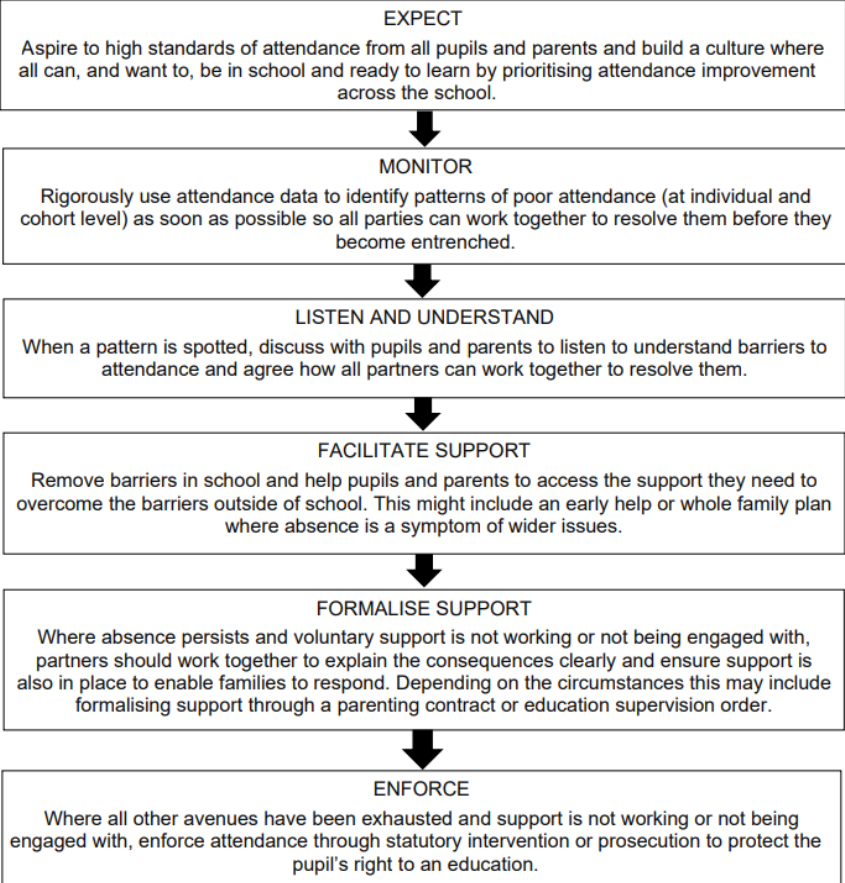
Good attendance and punctuality are important life skills at any age and we should always remember that it is after all the responsibility of the parent to ensure that their child is in school and working.

1.2 Our attendance objectives

This policy explains why it is important for your child to maintain regular attendance as well as detailing procedures relating to lateness and absentness.

Our school attendance policy:

- **Is easy to understand by pupils, parents and staff**
- **Is clear and consistently applied, transparent and fair**
- **Considers the individual needs of pupils and their families**
- **Is easy to find so that the whole school community is aware of our attendance expectations**
- **Includes the contact details of key staff to make it easy for parents to get in touch**
- **Is reviewed by staff regularly and involves pupils and parents because attendance is everyone’s business**
- **Is followed in accordance with the procedures in the flowchart below**



2. Key members of staff

In the event of absence or lateness, the school office should be contacted on the first day on:

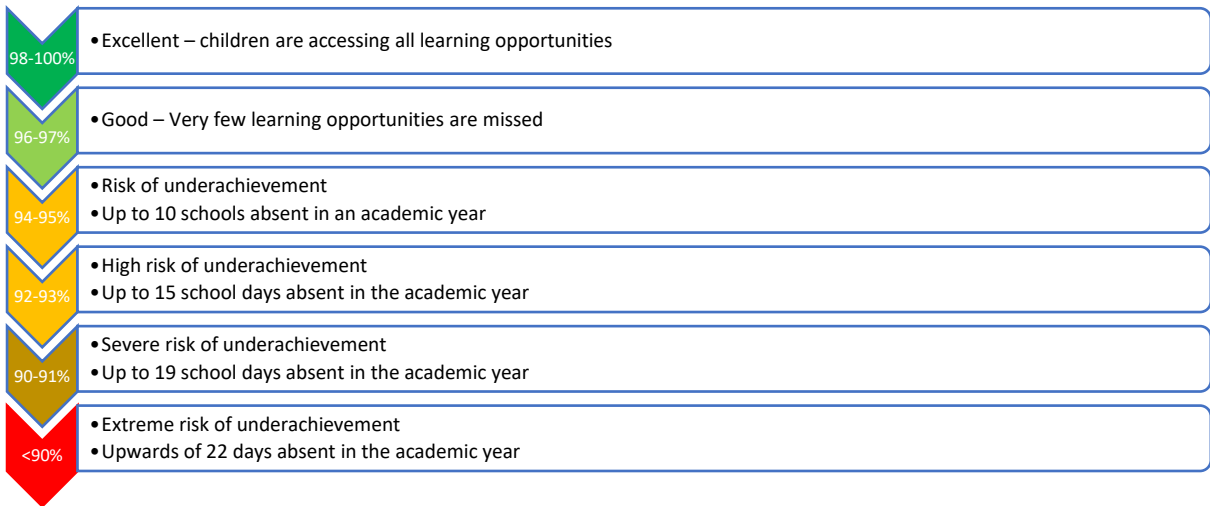
- 020 8874 7340
- info@sheringdale.wandsworth.sch.uk

Our school attendance champion is Deputy Headteacher Mr Rickner.

3. Expectations and daily routines

3.1 What we mean by 'good' attendance

The government expects a minimum attendance of 95% and schools in Wandsworth consider a child persistently absent if they attend less than 90% of the time and severely absent if they attend less than 50%.



3.2 Why regular attendance is important

Pupils who attend regularly (every day) are more likely to achieve better academic outcomes, are safer from risks in the community, such as exploitation and crime, as well as successfully transitioning from primary to secondary school, secondary school to further education, and the world of work.

3.3 Our daily processes

- School opens for children (not attending breakfast club) at 8.40am and pick-up times are 3.20pm (EYFS & KS1) and 3.30pm (KS2).
- Gates close at 8.50am (all children to enter via the main office after this time).
- Class registers close at 9.00am and 1.35pm.
- All incidents of late arrival are recorded in a book located in the school reception which parents/carers are invited to provide a reason.

- Absences should be informed via telephone or email by 9.00am (020 8874 7340 / info@sheringdale.wandsworth.sch.uk). If no contact is received, an email may be sent out to ask for a reason and/or a welfare check will be conducted.
- For absence requests, please see this link ([Sheringdale Website](#))
- In the event of medical absence, we require a Doctor's certificate.

4. How we promote and incentivise regular attendance

4.1 Our rewards system

We use clear and consistently applied systems and processes to improve, reward and incentivise attendance and address absences. We make sure these systems are inclusive and appropriate for all pupils with a view that it is the responsibility of the parent/carer to ensure their child arrives on time.

- We award a weekly class attendance cup
- We give certificates, praise and additional rewards
- We print attendance rates in our newsletter

Where parents/carers are unable to provide regular and punctual attendance, a meeting will be convened with the school attendance panel (SAPs).

5. Tailored support

5.1 Our approach

We monitor and analyse attendance data regularly to ensure that interventions are delivered quickly to address absence (e.g. register inspections, code analysis, cohort and group monitoring and punctuality).

We celebrate progress and achievements in improving attendance with certificates, good news and other rewards.

We use attendance, pastoral and SEND staff who are skilled in supporting pupils and their families to identify and overcome barriers to attendance.

We create action plans in partnership with families and other agencies that may be supporting families, for example, children's social care and early help services. We also commission or deliver interventions in-house to improve attendance.

We monitor the impact of any interventions, making adjustments if necessary and using findings to inform future strategy.

Where interventions fail to address attendance issues, we identify the reasons why and, where appropriate, change or adjust the intervention.

We follow the local authority's Code of Conduct and procedures and make referrals for statutory intervention when voluntary interventions have not resulted in improved attendance in-line with our expectations – see Section 6.5.

5.2 In-school support

Through the use of School Attendance Panel meetings, and the support of the Educational Welfare Officer, we aim to provide all appropriate support to ensure every child is able to regularly attend school.

We appreciate that each child's/family's needs are different and endeavour to work closely with every family to provide support most suitable for them.

5.3 Other services that can help

Services are available from the local authority commission to help improve attendance, e.g. Education Welfare Service, social workers in schools, Early Help, etc. Please refer to the Family Information Service website for further guidance: [Wandsworth Family Information Service](#)

6. Formalised support

6.1 School attendance panels / inclusion panels and parenting contracts

If deemed necessary, the school will arrange a school attendance panel to which parents are invited to discuss attendance concerns as part of an early intervention approach to improving attendance.

6.2 Education supervision orders

Where a voluntary early help plan, or voluntary parenting contract has not been successful, an Education Supervision Order (ESO) may alternatively provide formal legal intervention without criminal prosecution.

ESOs are made through the Family or High Court, rather than Magistrates Court. They give the local authority a formal role in advising, helping and directing the pupil and parent(s) to ensure the pupil receives an efficient, full-time, suitable education. For the duration of the ESO, the parent's duties to secure the child's education and regular attendance are superseded by a duty to comply with any directions given by the local authority under the ESO.

The order initially lasts for one year, but extensions can be secured within the last 3 months for a period of up to 3 years at a time.

The supervisor of an ESO will usually be a professional already working closely with the family – or member of school staff.

6.3 The role of social care

Refer to: [Promoting the education of children with a social worker and children in kinship care arrangements: virtual school head role extension - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/promoting-the-education-of-children-with-a-social-worker-and-children-in-kinship-care-arrangements-virtual-school-head-role-extension)

6.4 Unauthorised leave

Refer to: [School attendance and absence: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/school-attendance-and-absence-overview)

6.5 Penalty notices and the local authority Code of Conduct

The point at which Penalty Notices for absence and other sanctions will be sought if support is not appropriate (e.g. for an unauthorised holiday in term time), not successful, or not engaged with.

Legal action will always be a last resort and the school and other professionals working with families should explore all avenues to engage parents and maximise the opportunities for support available to meet a family's needs first.

Information about the Council's Code of Conduct on Penalty Notices can be found [online](#).

7. Useful websites

[Working together to improve school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/working-together-to-improve-school-attendance)

[School attendance and absence - childlawadvice.org.uk](https://childlawadvice.org.uk)

[Absence from school | Contact](#)

[Illness and your child's education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/illness-and-your-childs-education)

[Behaviour and attendance | Parentkind](#)