



Attendance and Punctuality Policy

FLOREAT WANDSWORTH

POLICY OWNER	Headteacher	MONITORING & EVALUATION BY	HT, SSB
SSB APPROVAL	6.7.26	DATE APPROVED	
PERIOD FOR REVIEW	Annually	DATE OF NEXT REVIEW	July 2027
POLICY TYPE	Public document	PUBLICATION	School website

PURPOSE AND LINK TO TRUST POLICY

- 1.1. This policy should be read alongside the [GLF Schools Attendance and Punctuality Policy](#), which sets out the Trust-wide approaches, statutory requirements and guiding principles. This policy applies to all pupils on roll at Floreat Wandsworth, including nursery pupils.
- 1.2. This school policy provides local information for families and staff, including:
 - Key contact details
 - How to report an absence
 - Support available
 - Local authority procedures for leave and legal intervention

2. OUR ATTENDANCE ETHOS

- 2.1. At Floreat Wandsworth we believe that attendance is central to learning, wellbeing and belonging. We are committed to:
 - Creating a welcoming and inclusive environment where all pupils feel they belong
 - Working in partnership with families to support strong attendance
 - Identifying barriers early and responding with care, understanding and appropriate support
 - Maintaining high expectations alongside a supportive, individualised approach

3. KEY ATTENDANCE CONTACTS

- 3.1. Families are encouraged to make contact as early as possible if they have concerns about their child's attendance. This enables opportunities for early support, discussion of barriers and timely intervention before concerns become more established.

Role	Name	Contact details
Senior Attendance Champion	Matthew Custance	Office@wandsworth.floreat.org.uk
SENCO	Alicia Wilkinson	Office@wandsworth.floreat.org.uk
Designated Safeguarding Lead	Matthew Custance	safeguarding@wandsworth.floreat.org.uk

4. HOW TO REPORT AN ABSENCE

- 4.1. Parents and carers must inform school, at their earliest opportunity, on the first day of their child's absence and each day thereafter.
- 4.2. Absence can be reported by:
 - Telephone: 020 8353 4195
 - Email: Office@wandsworth.floreat.org.uk
- 4.3. Where no reason is received, the school will follow up with parents and carers to establish the reason for absence and ensure the safety and wellbeing of the pupil. This may include first-day calling and repeated contact attempts.

- 4.4. Home visits or welfare checks may also be completed as part of the school's wider attendance support and follow-up procedures, or where there is a known safeguarding concern.
- 4.5. Where absence relates to illness or a medical appointment, the school may request reasonable evidence where there is doubt about the reason for absence. Wherever possible, appointments should be made outside the school day and pupils should miss the minimum amount of learning time necessary.
- 4.6. Where a pupil is absent from school, learning is not routinely provided for completion at home. This is because teaching, explanation, feedback and support are most effective when pupils are in school. Where absence is longer-term or linked to medical needs, the school will consider appropriate support on a case-by-case basis.

5. PUNCTUALITY

- 5.1. One of the most important parts of helping pupils thrive at school is being at school on every day possible and on time. Arriving on time ensures that pupils do not miss vital learning opportunities and they can begin their day calmly.
- 5.2. Our school day starts at: **8.30am**
- 5.3. If a pupil arrives at school after, **8.45am**
- 5.4. If a pupil arrives at school after **9am** (close of register), this will be recorded as an unauthorised absence and directly impacts their attendance percentage.
- 5.5. In exceptional circumstances, late arrivals may be authorised. This would typically require parents and carers to notify the school office and provide supporting evidence.
- 5.6. In line with Department for Education statutory guidance, registers must close no later than 30 minutes after opening. Arriving after the close of register impacts upon a pupil's attendance rate, with each late arrival after the close of register constituting a one-session absence.
- 5.7. Our school day finishes at **3.30pm or 3pm** (Fridays). Parents and carers are expected to arrive promptly and punctually when collecting their child.

6. UNDERSTANDING ATTENDANCE

- 6.1. We use presence bands to monitor the attendance of all pupils and to proactively identify when support may be needed:

Presence band	Days missed	Impact on learning and progress
97%-100%	0-5 days	Strong position for learning and achievement
95%-96.9%	6-9.5 days	Some risk to progress
93%-94.9%	10-12.5 days	Increasing risk to progress
90%-92.9%	13-15 days	Significant risk to progress
0%-89.9%	15+ days	Persistent absence requiring targeted response

7. ATTENDANCE SUPPORT

- 7.1. A graduated response framework (as outlined in the Trust policy) underpins the support and intervention available for pupils and families through partnership working to understand barriers and agree appropriate actions.

Other school-based support measures:

- Meetings with parents
- Picking the child up when the parent was unwell
- Social group interventions
- ELSA offer
- Family Learning / Parent Workshops
- Home visit
- Organising school uniform for the child
- Family and leadership discussions e.g. reassuring parents about how the school protects against airborne illnesses

7.2. Tier 1: Universal support (for all pupils and families)

- Family Handbook
- School Culture
- Newsletters
- Family Induction cycles e.g. Meet the Teacher events

7.3. Tier 2: Individualised support

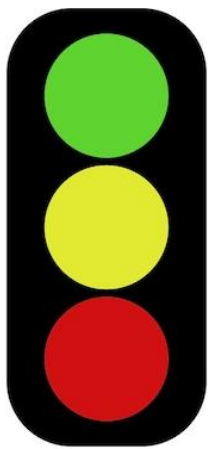
- Early Intervention – Office calls home / Headteacher approaches family on the playground
- Monitoring & family support – Meetings with teachers/leaders/Inclusion Lead

7.4. Tier 3: Higher-need support

- Attendance / Punctuality Meetings & Letters
- Tailored individual support Including:
- Leaders to pick pupils up from family home
- TAC meetings
- LA/EWO intervention

7.5. Where there are early signs that a family may require support with their child's attendance and/or punctuality, the school will usually contact parents and carers to explore any barriers, agree supportive actions and review progress. Where further support is needed, a more formal plan or bespoke intervention may be put in place in line with the Trust policy and local resources.

7.6. Where pupils have special educational needs, medical or health needs, or an allocated Social Worker, the most appropriate member of staff will help coordinate support. This may include the Senior Attendance Champion, SENCO, pastoral lead or Designated Safeguarding Lead, working in partnership with families and external agencies as needed.



-

Strategy for addressing attendance issues:
1. Strategy for all - Family Handbook / School Culture / Newsletters / Family Induction cycles e.g. Meet the Teacher events
2. Early Intervention - Office calls home / Headteacher approaches family on the playground 3. Monitoring & family support - Meetings with teachers/leaders/Inclusion Lead
4. Attendance / Punctuality Meetings & Letters
5. Tailored individual support Including: - Leaders to pick pupils up from family home - TAC meetings - LA/EWO intervention

Other school-based support measures:

➤ Meetings with parents
➤ Picking the child up when the parent was unwell
➤ Social group interventions
➤ ELSA offer
➤ Family Learning / Parent Workshops
➤ Home visit
➤ Organising school uniform for the child
➤ Family and leadership discussions e.g. reassuring parents about how the school protects against airborne illnesses

8. LEAVE OF ABSENCE/UNAUTHORISED ABSENCE

- 8.1. Leave of absence requests during term time for leisure and recreational purposes will not be authorised. Requests for leave due to exceptional circumstances will be considered on a case-by-case basis by the Headteacher, in line with statutory guidance, the GLF Trust Attendance and Punctuality Policy and local authority protocols.
- 8.2. Leave of absence request forms must be completed prior to a planned absence. Forms are available from the school office.
- 8.3. Where absence is unauthorised and thresholds are met, a referral may be completed to the local authority which could result in the issuing of a fixed penalty notice or further legal intervention.
- 8.4. Please see information below relating to Wandsworth Local Authority's specific approach and expectations surrounding absence and unauthorized absence.

[School absence and attendance - Wandsworth Borough Council](#)

Appendix

Communications for Parents

Strategies for promoting attendance

We use the following ways to promote positive attendance and punctuality and to prevent attendance and punctuality issues arising:

- Setting targets for attendance and making these public through our assemblies and Newsletter;
- Individual awards (example below) by the Attendance Lead for 100% attendance over a term and a year;
- Staff are welcoming while on Gate Duty and Early Morning Duty and checking in with 'at risk' families;
- Being clear about what is unacceptable, i.e. unauthorised absence and poor punctuality; and,
- Keeping attendance as a high profile issue in Newsletters and correspondence to parents.

Term Time Holidays and Trips (for email updates to parents)

We are disappointed that some parents continue to take their child(ren) out or are planning to take their child(ren) out for a holiday or trip during term time.

We have had recent requests from parents to take their children out of school to go on holiday, another re-quest to collect their children up early to avoid traffic on the motorway and a request to take children out of school to go to a music festival. These are not valid absence reasons and they will all be marked as unauthorised absences.

We are particularly concerned about the impact these absence requests are having on other pupils as the teacher must spend time with the absent child when they return to ensure that they understand the learning they have missed.