



Our Attendance Team

Mrs Kaniz Mulji Deputy Headteacher

Ms Sharine Tyndale Designated Safeguarding Lead

Ms Irene Mitchell, Attendance Administrator

Mrs Susan Elsayy-Butt ,Family Support Worker

Mr Jerome Clarke ,Education Welfare Officer

To view the **Full Attendance Policy** please do so online @ www.elsley.brent.sch.uk

Elsley Primary School 2025/26



Attendance Policy



To report a child's absence please call the School Absence Line-

Tel 0208 902 8003 or email absence@elsley.brent.sch.uk

Attendance Policy

Our school takes promoting pupil attendance very seriously. Research shows that pupil attainment is closely linked to attendance. We expect our children to be in school every day unless they have a very good reason.

Our Aims

- Improve pupil attendance
- Raise educational achievement
- Be above national average for attendance
- **For all pupils to achieve at least 96% attendance**

We will promote excellent attendance by :

- Rewarding excellent and improving attendance with weekly and termly certificates.
- Regularly providing attendance information in our newsletter
- Providing attendance updates for parents and pupils around the school and on the website

To help us improve pupil attendance we would like parents to:

- **Ring school on first day of child's absence, Press Option 1, or email at absence@elsley.brent.sch.uk by 9am**
- Keep school updated daily if your child is going to absent for a few days -please call daily
- If you have prescriptions/medication for your child please email a copy to - absence@elsley.brent.sch.uk
- **Leave requests for HOLIDAYS will NOT be authorised. If you require any emergency leave please complete a request form and it will be passed to the Headteacher for approval**
- **Any Unauthorised leave may result in an Education Penalty Notice which is £80 per child to each parent increasing to £160 if not paid within 21 days**
- Ensure your child is punctual school starts at 8.55am, **you may bring your child from 8.45am for Soft Start** .If your child arrives after 9.15am they will receive a 'u' mark which is an unauthorised mark for the whole AM session.
- Make every effort to schedule medical appointments outside school time. If you have a morning appointment please return to school after

afternoon please attend and collect early and provide a copy of the letter

- Attend meetings in school if there is a concern
- Promote excellent school attendance at home

Measures school will take to address Low Attendance.

- You will receive a letter/phone call advising you that your child has less than 90% attendance
- If ,after 1 term ,no improvement is seen we will invite parents into school for a meeting to discuss and support
- We will seek professional support for parents having difficulties
- Refer cases of very poor attendance to the Brent Education Welfare Service who may issue Fixed Penalty Warnings /Fines

If you have any concerns or you would like to discuss your child's attendance please call the office and request an appointment.