



Our Attendance Team

*Mrs Kaniz Mulji Head of Inclusion/
Attendance*

*Ms Irene Mitchell, Attendance Administra-
tor*

Mrs Susan Elsayy-Butt ,Family Support

*Ms Andrea Broderick ,Education Welfare
Officer*

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

Elsley Primary School 2024/25



Attendance Policy



To report a child's absence please
call the School Attendance 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**
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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.**
- **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 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 your child has less than 90% attendance you may be required to attend a meeting at school or in some cases ,referred to the Education Welfare Service.