



## ATTENDANCE POLICY

**September 2025**

*This policy is made available to the North West community from the school office and also on the school's website.*

## KEY CONTACTS

<b>Headteacher</b> Miss Judith Caplan	020 8459 3378
<b>Admissions</b> Ms Jolene Wernars	020 8459 3378
<b>Child Protection Lead</b> Mrs Amanda Shoota	020 8459 3378
<b>Brent Family Front Door</b>	020 8937 4300
<b>Brent Safeguarding Children's Board</b>	0208 937 4237 / 020 8937 4299
<b>Police</b>	101 999

### Policy Statement

North West London Jewish Day School is committed to ensuring that all pupils receive a full-time education, maximising the opportunities for every child to realise their potential. High attendance and punctuality are vital to educational achievement, safeguarding, and the wellbeing of pupils.

We work with pupils, parents, and the local authority to promote and support excellent attendance. Absence and lateness are followed up promptly, and persistent absence is treated as a safeguarding concern.

### Aims

- To promote and achieve excellent levels of attendance and punctuality for all pupils.
- To ensure pupils are safe, supported, and able to learn effectively.
- To comply with statutory duties under the Education Act 1996, the Education (Pupil Registration) Regulations 2006 (as amended), and DfE statutory guidance.
- To make clear the roles and responsibilities of pupils, parents, staff, governors, and the local authority in promoting attendance.

### Legislation and Guidance

This policy is based on:

- Education Act 1996
- Education (Pupil Registration) (England) Regulations 2006 (and amendments, including 2024)
- Working together to improve school attendance (DfE, Aug 2024)

- Keeping Children Safe in Education (KCSIE) 2025 statutory guidance
- Children Missing Education statutory guidance (DfE, Sept 2025)

## **Expectations**

- Pupils are expected to attend school every day and to arrive on time.
- Parents are expected to ensure their children attend regularly, arrive on time, and inform the school of absence promptly.
- The school will monitor attendance daily, contact parents if a child is absent without explanation, and escalate concerns quickly.

## **Procedures**

### **Registration**

- Registers are taken at 8.55am and again after lunch.
- Pupils arriving after 8.55am must sign in at the school office. Lateness after 9.15am is recorded as unauthorised unless a valid reason is provided.

### **First-Day Response**

- If a pupil is absent without notification by 9.30am, the school will contact parents.
- If parents cannot be contacted, other emergency contacts will be called.
- If no contact is made and concerns remain, the DSL may involve social care or the police.

### **Ongoing Monitoring**

- Attendance is reviewed half termly by the Attendance Officer and DSL.
- Patterns of absence (e.g. regular Fridays/Mondays off, repeated illnesses) will be investigated.
- Pupils with attendance below 95% are monitored and may receive a letter, meeting request, or referral to external agencies.

## **Authorised and Unauthorised Absence**

Authorised absences include illness, medical appointments, religious observance, and exceptional circumstances approved in advance by the Headteacher.

Unauthorised absences include holidays during term time (unless exceptional circumstances), truancy, or lateness without a valid reason.

## **Persistent Absence**

- A pupil is classed as a Persistent Absentee (PA) if their attendance falls below 90%.
- The school will meet with parents to develop an action plan.
- Where improvement is not made, the case may be referred to Brent local authority, and parents may be subject to penalty notices or prosecution.

## **Roles and Responsibilities**

- Governing Body: Monitors attendance data and ensures policy compliance.
- Headteacher: Sets expectations, ensures resources are in place, and reports to governors.
- DSL and Attendance Officer: Monitor attendance, analyse data, escalate concerns, and liaise with external agencies.
- Teachers: Take registers accurately and follow up unexplained absences.
- Parents: Ensure regular and punctual attendance, contact the school with reasons for absence, and support interventions.
- Pupils: Attend regularly, arrive punctually, and engage with support offered.

## **Links to Safeguarding**

- Absence from school can be a safeguarding risk. Poor attendance may indicate abuse, neglect, exploitation, or mental health issues.
- The DSL monitors attendance as part of safeguarding oversight and ensures concerns are addressed promptly.
- This policy works alongside the Safeguarding and Child Protection Policy and the Missing from Education Policy.

## **Policy Review**

This policy will be reviewed annually by the Governing Body and in response to any changes in statutory guidance.

This Policy has been ratified by the Governing body:

Name of Policy:

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Headteacher:

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Chair of Governors:

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Date: