

## **St. John's Primary School Attendance Policy**

At St John's School we strongly believe that children can only learn effectively if they attend school on a regular basis. It is extremely important to ensure children arrive in school on time at the beginning of the day and are collected promptly at the end of the school day. It is equally important that children should not be in school if they are unwell.

If a child is regularly late for school or is often absent, the school will contact the parents to have an informal discussion about their child's attendance. If there is a safeguarding concern then the class teacher will talk to the Designated Safeguarding Lead (headteacher) immediately.

Attendance is checked termly. Parents will be informed if attendance falls below 90%, and in some instances below 95%.

### **We expect pupils to:**

- a) Attend school every day unless they are unwell
- b) Arrive on time and be appropriately prepared for the day.

### **We expect parents and carers to:**

- a) Ensure their children attend school
- b) Contact school, by telephone or email, as soon as is reasonably practical, preferably before the register, whenever their child is unable to attend
- c) Ensure their children arrive at school well prepared for the school day and to check that they have done their homework
- d) Contact the school in confidence whenever any situation occurs that may keep their child away from school.

### **The school will:**

- a) Accurately record attendance of all pupils
- b) Contact parents when a pupil fails to attend without providing good reason
- c) Refer specific issues to supporting agencies where appropriate.

### **Registration**

- Registers are taken in Foundation Stage, Key Stage 1 and Key Stage 2 at 8.45am. Afternoon registration is at 1.00pm.
- If a child arrives after the registration, s/he needs to report to the school office.
- Registers are kept open for 30 minutes. If a pupil is late, but the register is still open, they are marked late. If a pupil arrives late and the register is closed, it may be classed as an unauthorised absence. When a child misses registration altogether and fails to provide an adequate explanation, then the pupil's absence will be marked as unauthorised.

**Authorised Absence:**

Absence will be authorised for:

- Sickness
- Unavoidable medical/dental appointments
- Exceptional family circumstances

Whenever possible, medical / dental appointments should be made outside school hours. Children taken out for, or returning from, an appointment must report to the school office.

**Unauthorised Absence:**

Absence will not be authorised for:

- Shopping
- Looking after family members
- Birthdays or similar events

**Family Holidays During Term-Time**

Absences for family holidays, family birthdays or long weekends, will not be authorised by the school. These absences will be recorded on our register as 'unauthorised'. Parents should inform the school by completing the absence request form, of any intended absence from school. These will be reviewed by the headteacher and returned to the parent, however they are extremely unlikely to be authorised unless they are due to an exceptional circumstance.

**Truancy**

At St John's we are concerned about children's regular attendance, and the importance of continuity in each child's learning. We are also concerned about each child's safety, welfare and happiness. Although it a very rare occurrence for a child to truant, if there is a concern that a child might be truanting then action is taken straight away.

If truancy is suspected, the Headteacher is notified, who then contacts the parent. Parents are encouraged to bring their child to school so that reasons for the child not wanting to attend can be discussed and hopefully resolved. In the event of not being able to talk to the parent then the Headteacher will talk to the child concerned to find out if there are any worries or problems in school that might make that child not want to attend. If there are, then support will be put in place for the child.

Date agreed:

Date for review:

Signed :