

# School Attendance Policy 2025 – 2028

## Individual School Procedures (Part 2)

To be read in conjunction with the Trust Attendance Policy (Part 1)

### St. John's CE Primary School



This policy is been reviewed and updated by the CEO and the Trust Safeguarding Lead.

It will be reviewed as guidance from the Local Authority and/or DfE is updated. Otherwise, it will be reviewed on a triennial basis and will be approved by the Trust Board (Part 1) and the school's Local Governing Body (Part 2). It will be implemented by all schools within the Trust.

Reviewed: March 2025

Ratified: April 2025

Next Review Date: March 2028

In collaboration with



## **Contents**

### **Part 2: Individual School Detail and Procedures Contents**

Key personnel and procedures to be personalised by each school within the Trust. These are displayed from Page 12 onwards including :

#### **Part 2 Appendix 1: Strategies used to improve attendance and punctuality.**

1. Key attendance personnel
2. Timings of the school day, timings of registration periods
3. Punctuality (lates) procedures
4. First day absence procedures
5. Medical/dental appointment procedures
6. Request for leave of absence procedures
7. Following up unexplained absence
8. Strategies for promoting attendance
9. Reducing persistent and severe absence
10. Reporting to parents/carers

#### **Part 2 Appendix 2: Flowchart of attendance intervention actions – to be amended by the individual school**

#### **Part 2 Appendix 3: Example of Attendance Support Plan.**

## **Part 2: School Specific Information**

<b>School:</b>	St. John's CE Primary School	
<b>1. Key attendance personnel (*please amend roles to suit your school)</b>		
<b>Role</b>	<b>Name</b>	<b>Contact details</b>
Headteacher/Head of School	Suzanne Finlay	sfinlay@stjohns.worcs.sch.uk
School Attendance Lead (Senior Leader)	Suzanne Finlay	sfinlay@stjohns.worcs.sch.uk
Safeguarding & Welfare Lead (Designated Safeguarding Lead)	Suzanne Finlay	sfinlay@stjohns.worcs.sch.uk
Attendance Administrator	India Smith	ismith@stjohns.worcs.sch.uk
SENDCO	Lisa White	lwhite@stjohns.worcs.sch.uk
Governor for attendance	Dan McEvilly	dmcevilly@stjohns.worcs.sch.uk
<b>2. Timings of the school day, timings of registration periods.</b>		
<b>Morning session</b>		
Starts at 8:40 am	Register taken 8:50 am Arriving after this time, will be marked 'L' (late)	Register closes at 9:15 am. Arriving after this time, will be marked 'U' (unauthorised late) unless a medical appointment.
<b>Afternoon session</b>		
Starts at: 12:45pm for Year 1 1:00pm for Reception and Year 2 1:15pm for Year KS2	Register taken: 12:45pm for Year 1 1:00pm for Reception and Year 2 1:15pm for KS2	Register closes: 12:45pm for Year 1 1:00pm for Reception and Year 2 1:15pm for KS2
<b>Timings of the School</b>		
8:40 am School starts 8:50 am Morning Register 8:55am Worship 9:15am Lessons begin Mid-morning break Lessons continue Lunch (see above) Lessons continue 3:10 pm School finishes		
<b>3. Punctuality (lates) procedures</b>		
<ul style="list-style-type: none"> <li>- Children arriving late should sign in at the office.</li> <li>- The headteacher will contact parents of children who are repeatedly or excessively late.</li> <li>- Children who arrive on time will be praised.</li> </ul>		
<b>4. First day absence procedures</b>		
<ul style="list-style-type: none"> <li>- Contact the school if your child is going to be absent by phone, ParentMail or ClassDojo.</li> <li>- The register will be updated to reflect the reasons given.</li> <li>- The school will make contact with parents by phone or ClassDojo if no reason for absence is provided.</li> </ul>		

- For persistently absent children, school may make home visits, request meetings with parents and in some circumstances issue penalty notices with fines / pass to county for prosecution.

#### **5. Medical / dental appointments procedures**

- Where possible, medical and dental appointments should be booked outside of the school day.
- Please notify the school by phone, ParentMail or ClassDojo if your child will be attending an appointment and will be late.
- Children are expected to return to school after a daytime appointment.
- Your child should attend school in the morning if the appointment is later in the day. This will ensure they receive a mark on the register and will count towards attendance.

#### **6. Request for leave of absence procedures**

- In line with government guidance, holidays should not be taken in term time and may be subject to fixed penalty fines or prosecution.
- Holidays will not be authorised except in exceptional circumstance at the Headteacher's discretion.
- Holidays will be coded as unauthorized absence on the register.
- All requests for planned absence should be submitted on a holiday form available from the school office.
- Register codes can be found in appendix 1 of Part 1 of the policy (Trust wide policy).

#### **7. Following up unexplained absence**

- School has a duty to safeguard all pupils and we are required to take action if we have reason to be concerned. Therefore, we will contact you by phone, email or ClassDojo if no reason for absence is given.
- Home visits will be carried out where necessary for safeguarding reasons.
- Persistent absence issues may result in Local Authority involvement.

#### **8. Strategies for promoting attendance**

- Regular praise
- Parental engagement
- Dojo points
- Weekly class attendance trophy for each Key Stage
- Pastoral support
- WEST team support
- Parent/carer meetings
- Home visits

#### **9. Reducing persistent and severe absence**

- Good attendance is expected by all pupils.
- We monitor attendance through data from registers.
- We aim to support where there are barriers and to remove them.
- We may put contracts in place to support attendance.
- Legal sanctions will be enforced where other means are not having an impact.
- School is here to support your child with their learning and it is vitally important your child does not miss school sessions unnecessarily.
- A 100% expectation is modelled by staff to parents and pupils.
- Please contact us if there are any concerns about your child as we want to help.
- Additional needs of families are taken into consideration.

#### **10. Reporting to parents/carers**

- Information concerning attendance will be shared with parents/carers at parent's evenings and in end-of-year reports.
- Where there is persistent absence, school will send letters to parents to share attendance data and the impact on your child's education

PART 2 – APPENDIX 2 – INTERVENTION FLOWCHART



**Part 2 - Appendix 3**

**Attendance support plan**

Pupil:

Class:

Attendance meeting was held on

Present at the meeting:

Current attendance:

Points discussed during the meeting:

What support will school provide?

What actions will parent/carer take to improve their child's attendance?

Review meeting date: