

# St Bart's Quick Guide To: Attendance



**“Excellent Attendance is vital for children to flourish and achieve”**

**Children are expected to be in school everyday unless they are too ill to attend.**

## Punctuality



Children must be in school on time. The school doors open at 8.30am and close at 8.50am for reception to year 6.

Nursery children must be here by 8.40am or they will need to be taken the office and parents complete a late form.

After 8.50am children are late and parents will need to bring their children into school to the office and complete a late form.

If children arrive after 9.30am it counts as an absence for the morning and will affect their overall attendance. This can also result in the school taking further action.

Arriving late is difficult and upsetting for your child as they have to enter a class where the lesson has already started. It also results in lost learning.

15 minutes a day is 1 & 1/4 hours per week which is 47 & 1/2 per year of lost

## Reporting Absences

You must report your child's absence to the school before 8.30am.

You can do this by:

- Email
- Phone
- Verbal message
- Via the website



Any unexplained absence is recorded as unauthorised.

Please note that school has the right to challenge any absences reported and may request evidence in order to authorise the absence.

If you require your child to have time off due to exceptional circumstances, you must complete a form in advance and have the absence authorised before you take them out of school.

If you have not provided a reason for your child's absence, school will try to make contact. If school is unable to make contact or is unsatisfied with the reason provided, we may follow this up with a home visit.

If we do not have a reason for their absence and we cannot make contact with the main carer we will try all other contacts we have on record for your child

## Attendance



### LOST LEARNING

90% attendance equals 1/2 day a week lost learning

80% attendance equals one day a week lost learning, which is up to 5 lessons

**Time in school is precious and every minute counts.**

**99-100%** - A half termly certificate and termly prize or reward

**Above 96%** - A positive letter home

**Below 96%** – A half termly text and the school will monitor any children below this minimum national expectation

**Below 94%** - Half termly text/letter. Possible meeting if school have concerns about the absences. A referral to the Cluster for an Early Help Plan may be considered.

**Below 90%** - Parents will be expected to attend a meeting where we can discuss a plan to ensure you have the support needed to improve your child's attendance. This may include a referral to other agencies.

We work with Attendance Improvement Officers and Leeds Council and they may be involved if we are concerned about your child's attendance.

**LATENESS  
AT THE START  
OF THE DAY**



**When a child arrives late at the start of the school day, it is very disruptive to their learning and the learning of their classmates.**

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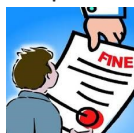
## Requests for Authorised Absence

Family holidays, weddings and visiting relatives is not allowed in term time and will not be authorised.

For absences of 5 or more school days you may also be subject to a fine from the Local Authority.

If you require leave from school for exceptional circumstances, this must be discussed and agreed in advance with Mrs Wainwright.

A form will need to be completed and proof of travel provided. This is also required for safeguarding procedures.



## Unauthorised Absences

These include times absent from school for:

- Birthdays/weddings
- Getting up late and having the day off
- Shopping, including for shoes, birthdays
- Wet weather/cold weather
- Holidays including visits to family abroad
- Hospital visits/appointments NOT for child
- Looking after the house
- Unwillingness to come to school
- Looking after a family member
- Staying at home because a sibling is off school

## Religious Observance

Pupils are permitted up to three days absence per year for religious observance. This should be requested in writing from the head teacher.

The day(s) taken as absence must be exclusively set apart for religious observance.

## When is sick too sick for school?

### **Send your child to school if...**

They have a runny nose or just common cold.

### **Keep them at home if they have:**

Sickness and diarrhea for 48 hours  
Call the doctor for advice if they have had sickness and diarrhea for more than 48 hours or a temperature for more than 2 days.

## Medical Appointments



We expect that where possible appointments are made outside of the school day.

However, we are aware how appointments in school time are sometimes unavoidable and that you will need your child to attend these.

If this is the case, we ask that wherever possible you bring your child to school before the appointment and return them to school as soon as possible after it. This ensures they are in lessons as much as possible and it has less impact on their attendance and learning.

## Urgent Appointments

**If you need to take your children for an official appointment you must provide proof of this for it to be authorised.**

**It also encourages good habits for the future when they are working.**

### **Illness for 5 days or more...**

**We will conduct a welfare check if your child is off sick for 5 or more days, this will include us wanting to see your child.**

## Rewards

### **Awards**

For children with very good attendance

Within school we monitor attendance closely and reward very good attendance:

Weekly class award for KS1 & KS2

Half termly raffle and certificates

Termly individual rewards and certificates

Annual celebrations

EYFS—Teddy Bears Picnic  
Years 1 & 2— Visit to the park  
Years 3 & 4—Fun morning  
Years 5 & 6—Cinema visit



### **Key Staff**

Mrs Wainwright— Head teacher  
Mrs Drake—School Attendance Officer  
Miss Lawson—DSL & Family Support Lead

## Need help?

Please ask and we will do everything we can to support you to ensure your child attends school and is on time

**IF YOU HAVE ANY QUESTIONS ABOUT ATTENDANCE PLEASE ASK KEY STAFF**