

# 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.

After 8.50am children are late and parents will have to bring their children into school.

If your child arrives after 9am, an adult must come to the office and sign them in so they can order a lunch and you can explain why they are late.

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.

### Reporting Absences

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

You can do this by:

- Email
- Phone
- Verbal message



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 unsatisfied with the reason provided, we may follow this up with a home visit.

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

### Attendance



### LOST LEARNING

90% attendance equals half a day a week lost learning

80% attendance equals one day a week lost learning

Time in school is precious and every minute counts.



We monitor attendance daily, weekly and termly to identify any concerns.

**Below 90%** - Could possibly enter a formal process (known as Fast track)

**Below 80%** - Formal process - School Attendance Panel and possible Fixed Penalty Notice.

**Below 70%** - Will be referred to cluster and local authority.

We work with Attendance Improvement Officers from Leeds 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.



## Requests for Authorised Absence

Family holidays and visiting relatives is not allowed in term time and will not be authorised. 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
- Getting up late
- Shopping
- Wet weather
- Holidays
- Hospital visits/appointments NOT for child
- Looking after the house
- Unwillingness to come to school
- Looking after a family member

## Urgent Appointments

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

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

## 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 diarrhoea or a temperature more than 100 degrees.

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



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

For longer illnesses please see Mrs Wainwright to discuss this and how we can help with home learning.



## Rewards

We want children to understand the importance of excellent attendance and want to motivate them to come to school.

Every day in school earns your child extra Trackit points.

Every week the classes with the best attendance in KS1 and KS2 win an extra playtime.

Each term children with excellent attendance win an individual certificate and prize.

We are going to be looking at more ways to reward children who have excellent attendance.



## Key Staff

Mrs Wainwright— Headteacher  
Mrs Drake— School Attendance Officer  
Miss Lawson— Family Support Lead

## Need help?

Please ask and we will do everything we can to support you