

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/12.35pm or they will need to be taken to the office and the office will complete a late form.

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

If children arrive after 9.20am 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 hours per year of lost learning.

Reporting Absences

You must report your child's absence to the school before the doors open at 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 discuss this with Mrs Wainwright** 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 6 lessons

Time in school is precious and every minute counts.

What we monitor

We monitor attendance daily, weekly, half termly and annually. We use the data to award good attendance and support children and families where attendance needs to improve.

90-93% - attendance is becoming a concern and your child is at risk of becoming persistently absent (below 90%). At this stage we may contact you to discuss their attendance and if we need to offer support to improve it.

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 Leeds Council and other Agencies including the Cluster 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

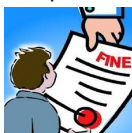
Family holidays, weddings and visiting relatives are not allowed in term time and will not be authorised.

For absences of 5 or more school days over a 10 week period 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 and part of the expectations of schools.



Unauthorised Absences

These include times absent from school for:

- Birthdays (including their own)/family weddings
- Getting up late and having the day off
- Shopping, including for shoes, birthdays
- Wet weather/cold weather—any weather unless the school has to close
- Holidays including visits to family abroad—these should be in the School holidays
- Hospital visits/appointments NOT for your child
- 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.

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 regularly 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 - Film morning



Years 3 & 4—disco

Years 5 & 6—cinema visit or bowling

Key Staff

Mrs Wainwright— Head teacher/ attendance champion
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