

William de Yaxley CE Academy – Attendance Quick Guide

Including Failure to collect a child at the end of a school day statement



Attendance Policy Quick Guide for Parents

We expect pupils to attend school for 100% of the academic year.

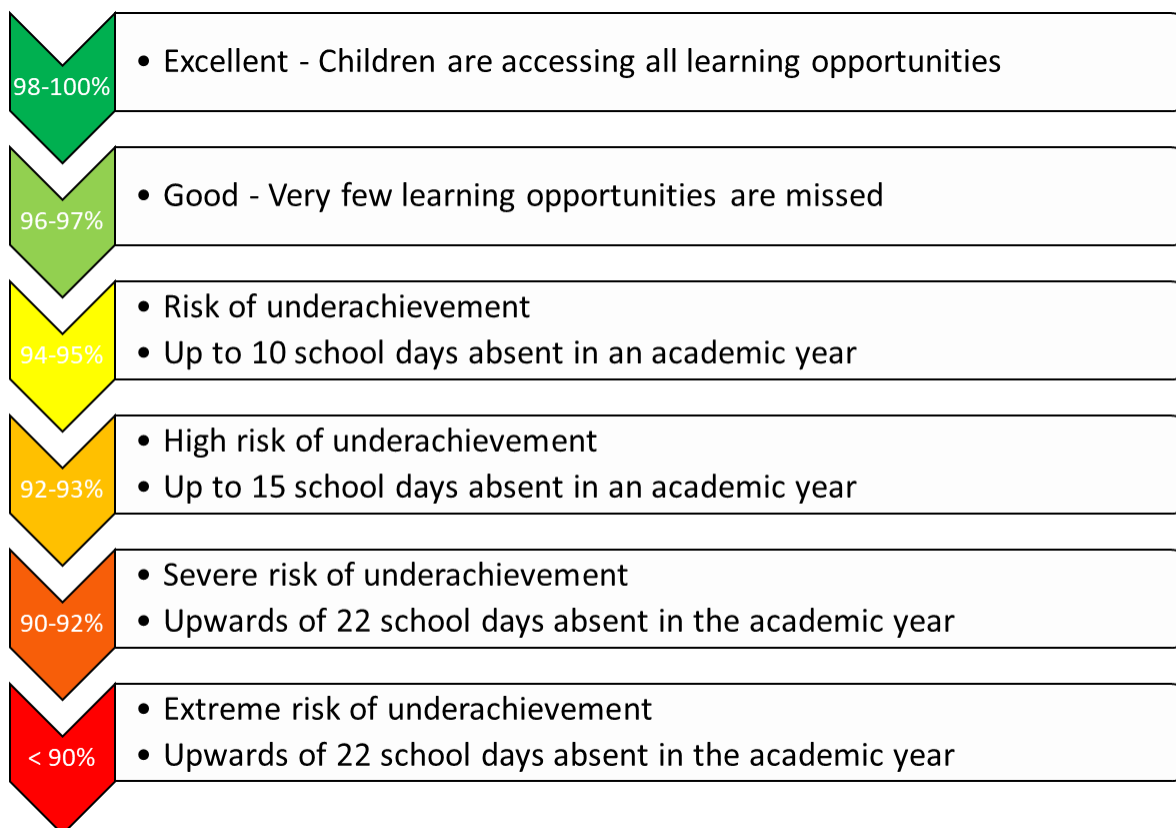
You can support your child to have excellent attendance by taking these steps:

- Ensure your child arrives on time for school every day and is ready to learn. Arriving after registration is recorded as an unauthorised absence. Pupils must be in school by **9.00 am**. Gates open at 8.40 a.m.
- Avoid taking holidays during term time.
- If your child appears to be only slightly ill, send them in to school. We have staff who will contact you if their condition deteriorates.
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.
- Supply a copy of the appointment card or hospital letter if your child has an appointment during school hours.

If your child becomes reluctant to go to school or you need help, please contact the school immediately; we are more likely to be able to work together to solve any problems if we act early.

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‘On the day’ absences: what should I do if my child is not ‘fit’ to go into school?

On each day your child is unfit to come to school, please report this absence using the by **calling the Attendance line on 01733 240323(option1) before 8:20am** to let us know. In the message you must leave your child’s full name, year and tutor group and give the specific reason for absence. The information you give will be recorded on our official register.

Children Missing in Education /First day calling response

Children missing from education 175.

Children missing from education, particularly persistently, can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation - particularly county lines. It is important the school or college’s response to children missing from education supports identifying such abuse and helps prevent the risk of them going missing in the future.

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This includes when problems are first emerging, but also where children are already known to local authority children's social care and need a social worker (such as a child who is a child in need or who has a child protection plan, or is a looked after child), where going missing from education may increase known safeguarding risks within the family or in the community.

First Day Calling:

If your child is absent and we have not received communication from you as to the reason why we will follow the **First Day Call process**:

Day One:

Phone all listed contacts in chronological order from our Management Information System (Pupil Asset). We will send a text and leave a voice mail for you to return a message/reason for absence. If the child has a known sibling, we will also contact their school for confirmation of attendance of the sibling.

Day Two:

If absence continues, we will repeat the process above, and speak to known contacts such as friends or neighbours to ascertain your whereabouts and safety. If the child has a known sibling, we will also contact their school for confirmation of attendance of the sibling.

We will continue to call, text and email.

Day Three:

As above plus:

- **We will carry out a "Safe and Well" check of the known family address (Two members of staff from school, with ID will visit the family home)**
- **We will inform the Police and Social Care if we are at all concerned or cannot locate the child and parents//carers at this stage.**

Leave of Absence

There may be exceptional circumstances where you need to request a leave of absence for your child. Please use our 'Leave of absence request' form to make these types of requests. The form should be submitted in advance of the leave of

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absence, via office@williamdeyaxley.cambs.sch.uk You will receive a letter in response, to advise if the request has been granted or declined.

Punctuality

Pupils are expected to arrive on time for school in the morning and for every lesson during the day. Your child is late to school if they are **not** in the classroom, ready to learn by 9.00 a.m.

The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment. I hope we can count on your support in this matter.

Please contact Mrs Kay Corley (Headteacher,) if you require any support with ensuring your child's regular school attendance.

Collection from School

Our school day finishes at 3.15 p.m. The children exit from the two sets of main gates and are accompanied by trusted adults from within the school. We hand over to an agreed receiving adult (on each child's contact details held within our records).

If a child is attending JAG after School club, the office will have been notified each day and have a register, which is shared with class teachers on a daily basis. These children will be escorted by their Class Teacher/Trusted Adult across the courtyard and dropped off to the receiving member of JAG staff.

Failure to collect a child from school

We recognise that parents and carers may get delayed or detained on rare occasions – we ask that you contact the school office on: 01733 240323 at the earliest possible chance to alert us to this.

We will keep hold of your child for an additional 15 minutes or so to allow you to get to school, or make the necessary alternative arrangements.

If a child is not collected and we have not received contact from the parent/carers to explain the delay we will:

- Call all contacts on our Management Information System in chronological order

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- If we cannot make contact within a reasonable timescale (30 minutes) we will try a second time to contact all known agreed contacts
- If at this point we cannot establish the whereabouts of the known adult we will seek advice from Police and Social Care.