



St John's School – Attendance Policy - September 2016

Attendance at St John is high and this is due to rigorous and robust monitoring of the school's attendance systems and procedures, direct contact with parents if there is concern, diligent completing of morning and afternoon registers which are checked daily by the school secretary and interaction with parents by phone calls, letter or meetings if required.

- St John's School has an Attendance Policy which was presented to all staff in March 2016. All staff are familiar with the following processes:
 1. A daily absence register is kept by the phone on the school secretary's desk
 2. Any phone call/ message informing school that a child/ member of staff is ill is logged in the diary
 3. Staff complete class registration at 8:55 am and 1:05 pm
 4. Children who are absent or late for school are noted using the correct codes on CMIS
 5. The school secretary checks all school registers daily
 6. Any pupil who is not in school and has not been recorded in the absence register is highlighted
 7. The school secretary contacts class teachers to check if they have a reason for absence
 8. The school secretary informs the Head teacher of absence
 9. The school secretary contacts parents/ carers to ask for reason of absence
 10. Class teachers are informed of the reasons for absence
 11. If there are any concerns with the response, the school EWO/ Children's Services are informed of the concern
 12. Any concerns about lateness or the number of times a pupil is absent is discussed in the half termly meeting between the Head Teacher and school EWO. Follow up letters and meetings with parents are then arranged
 13. These concerns are reviewed at the next meeting and if continue to occur an Attendance Plan is written with parents, pupils and class teachers
 14. If parents wish to take children away during school term time, they must write to the Head teacher, using the agreed pro forma, requesting permission to do so. The Head Teacher will review their application and in exceptional circumstances including weddings/ funerals of close relatives or the death of a close relative, may grant leave of absence
 15. If a member of staff is ill or off school for any reason, they contact the Head teacher, Deputy Head teacher to organize supply cover, school secretary.
 16. The school secretary logs their absence on CMIS, noting reason for absence
 17. After 3 days absence a medical certificate must be provided
 18. If sickness benefit is received, then a copy of the cheque must be forwarded to the payroll section at the Department for Education, Sport and Culture
 19. With regard to Absence for Inset – staff should consult with the Head Teacher before applying to attend in-service training courses. The Deputy Head teacher will be informed in order to organize supply cover.
 20. Other absence – Staff should consult with the Head Teacher if they wish to request leave of absence for any other reason other than their own illness or training inset. The required HR forms will be completed and sent to the peoplehub@gov.je
 21. Martin Dyer, the school's HR representative tracks the number of staff absences and notifies the Head Teacher if she has a concern or the Head Teacher will contact HR if she has any concerns

- Mrs. Annette Love is responsible for monitoring all absences in discussion with Mrs. Trudie De La Haye, the Head Teacher.
- All staff will maintain accurate registers, using the recommended system for the categorization of absence.
- Annual statistics are submitted highlighting the attendance returns of any pupil who has been tracked by the school EWO . .
- All pupils and parents are informed of expectations and consequences regarding attendance and punctuality through regular letters, Parent Consultation sessions, PTA AGM meetings and personal contact when required.
- Attendance percentage and punctuality may be recorded in school reports and sent out with the final report if there have been concerns about any pupil's attendance
- Parents are notified as early as possible when a problem is identified and communication is developed regularly thereafter.
- There is regular contact with the Education Welfare Officer for the school and concerns are discussed in the twice termly meetings

Trudie De La Haye
Head Teacher September 2016.