



St. John's Primary School



Attendance Policy

"Every child has the right to an education ."
Article 28 United Nations Rights of the Child

*Thinking
Learning
Caring*

Introduction

We committed to providing a full and efficient education for all pupils. Regular and punctual attendance is vitally important in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late. We will take appropriate action to ensure that all pupils achieve the maximum possible attendance and that any problems, which may hinder full attendance, are acted upon as quickly as possible.

Jersey Education Law states that parents/carers should ‘ensure that the child receives a full-time education appropriate to the child’s age, ability and aptitude and any special educational needs the child may have, either by regular attendance at school at which the child is a pupil or otherwise, in accordance with Article 13 of the Education (Jersey) Law 1999.’

Aims

- To support pupils and their parents/carers in the establishment of the highest possible levels of attendance and punctuality;
- To ensure that all pupils have full and equal access to the best education that we can offer in order to increase learning;
- To enable pupils to progress smoothly, confidently and with continuity through the school;
- To make parents/carers aware of their legal responsibilities;
- To ensure attendance meets the Education Department’s targets

Procedure for registration

Class teachers take the registers twice daily, once at 8.50am and again at 1.00pm. Children who are absent or late for school are noted using the N code on SIMS . The school secretary checks all school registers twice daily and adds correct codes for known absences (see appendix1) and times of arrival for pupils who are late. Any pupil who is not in school and we are unaware of the reason for absence is highlighted. The school secretary contacts class teachers to check if they have a reason for absence if no reason received, she contacts parents/carers to ask for confirmation. The school secretary then adds the correct registration code onto SIMs.

If a child is ill, we ask that parents / carers contact the school as soon as possible. We ask our parents to follow this procedure every day, not just the first day of absence, (except when your child is admitted into hospital or has a long term illness).

If an acceptable reason for absence is given the absence may be marked as “authorised”. If no reason for absence has been provided then the absence will be “unauthorised” (*the school is under no obligation to accept the reason given for absence when there is doubt as to its validity, schools can record the absence as unauthorised*).

Absence during school day

We ask our parents/carer to provide the school with up-to-date contact details and telephone numbers on a regular basis, in case of an emergency. We ask our parents that they are contactable should their child be taken ill during the school day. If a child is taken ill during the school day, the parent will be notified and should then arrange to collect their child from the school office. The school secretary amends SIMs accordingly.

Responsibility for attendance

The Deputy Headteacher has overall responsibility for whole school attendance. He monitors attendance using SIMs and meets termly with the EWO to discuss concerns about any pupil’s attendance or punctuality. The school secretary has responsibility for daily monitoring of SIMs to ensure class registers have been taken.

Procedure when attendance dips below 95%

We will keep under review all children whose attendance falls below 95% and keep under consideration reasons given for the absence. The school highlights attendance regularly with parents. The ‘Attendance Matters’ poster (appendix



2) is shared annually with parents. The Deputy Headteacher monitors attendance regularly. If attendance becomes a concern the school follows a graduated response.

- 1) This begins with a parent teacher meeting looking at the attendance grid generated from SIMs. This is usually enough to improve attendance.
- 2) If there is no improvement after the teacher meeting the Deputy Headteacher sends Attendance letter 1 (appendix 3).
- 3) If there is no improvement the Deputy Headteacher sends Attendance letter 2 (appendix 4).
- 4) If there is still no improvement the Deputy Headteacher writes an attendance plan which is shared with parents / carers and school Education Welfare Officer (EWO).
- 5) Attendance is closely monitored at all stages of the graduated response. After the above actions if attendance is still a concern the school completes an Education Welfare Service Request for Involvement (RFI).

Procedure when there are concerns about punctuality

We will keep under review all children who are late for school more than 5 times in a term, or regularly in a short period. The 'Attendance Matters' poster (appendix 2) which references is shared annually with parents. If punctuality becomes a concern the school follows a graduated response.

- 1) This begins with a parent teacher meeting looking at the attendance grid generated from SIMs and discussing the reasons for lates. This is usually enough to improve punctuality.
- 2) If there is no improvement after the teacher meeting the Deputy Headteacher sends Punctuality letter 1 (appendix 5).
- 3) If there is no improvement the Deputy Headteacher sends Punctuality letter 2 (appendix 6).
- 4) If there is still no improvement the Deputy Headteacher writes a Punctuality plan which is shared with parents / carers and school EWO.
- 5) Punctuality is closely monitored at all stages of the graduated response. After the above actions if punctuality is still a concern the school completes a request for Education Welfare Service Request for involvement.

Leave of absence

CYPES does not, at any time, support leave during term time. However, in exceptional circumstances the headteacher has the discretionary power to grant leave in accordance with this policy. It starts from the premise that 'every day counts'. Furthermore, leave is not granted as a reward for good attendance.

Children missing from education (CME)

When children and young people go missing from education, for whatever reason, steps should be taken by schools and CYPES to identify and locate them by working collaboratively with other authorities and jurisdictions. A pathway is attached to this Policy (Appendix 7) to ensure that all children and young people are identified quickly to affect a swift and effective response. Additionally, this pathway will support schools in following a consistent approach in the management and sharing of information in relation to children and young people who leave their school and /or the island with or without notification.

Children missing from site

If a child goes missing from the school site during the school day a member of Leadership and Management Team (LMT) will be alerted. The Child's parent / carer will be notified immediately. The member of LMT or class teacher will then follow the pupil initially from a distance. The staff member will speak with the pupil and if possible, bring the pupil back to the school premises. If the staff member is unable to bring the pupil back to school or the pupil is in danger the police will be contacted. There is always a follow up meeting with the pupil and parent after such an incident.

Change History

Version	Date Issued	Issued by	Reason for Change	Presented To	Approved by:	Date
---------	-------------	-----------	-------------------	--------------	--------------	------



0.1	November 2019	Trudie De la Hays	Updated Policy with new staff	All Staff	TDH	September 2019
0.2	September 2021	Stuart Pallant	Added the schools graduated response procedures to attendance and punctuality.	All Staff	TDH	September 2021
0.3	October 2022	Stuart Pallant	Added the section on leave of absence, CME and Children missing from site	All Staff	JH	October 2022

Appendix 1

Codes and Definitions for school absence

Code	What it means	When do we use it?	Statistical absence
/ \	In attendance	When a child has arrived in school and is punctual.	
B	Educated off site	When a registered pupil on roll is currently being educated off-site in a supervised activity approved by the school. Eg: <ul style="list-style-type: none"> attending taster days at other schools pupils attending another school as 'guest pupils' pupils attending vocational courses at college pupils attending alternative provision arranged and or agreed by the school pupils undertaking work experience as part of an alternative curriculum supervised and arranged by the school pupils attending educational support programmes such as speech and language, outdoor learning, outreach etc 	no
C	Other Authorised Circumstances	When absences are deemed to be one off, unavoidable and/or where there are exceptional circumstances. Eg: <ul style="list-style-type: none"> Family Crisis Bereavement and/or attending a funeral Visiting a parent in prison Unexpected delays with (off island) travel (providing parents have contacted the school) Parent being unwell. Whilst it may be unavoidable for a child to remain off school on the first day of a sudden parental illness, it would be expected the parent to make the necessary arrangements for subsequent days. If a child was to remain off longer than one day then further days should be recorded as unauthorised. 	yes
D	Dual Registration	When a pupil is dually registered at two schools. The school where the child is expected to attend is responsible for accurately recording the pupil's attendance and chasing up non-attendance. <i>Schools should ensure that they have in place arrangements whereby the school where the pupil is scheduled to be can notify the "other" school of any absences by individual pupils so that both</i>	no



		<i>schools can record the pupil absence using the relevant absence code.</i>	
E	Exclusion	When a child has been formally excluded from the school for an agreed and fixed amount of time and where the department has been notified through the proper paperwork for the exclusion.	yes
G	Unauthorised Leave / Holiday	When a family has gone on holiday or taken leave which has not been authorised by the head teacher, or where a family has failed to return on the date expected back following an authorised holiday/leave.	yes
H	Authorised Holiday / Leave	When the parents have requested permission to take their child out of school in advance and the head teacher has authorised the absence.	yes
I	Illness	When a child is unable to attend school due to a physical or mental illness. This code should also be used for periods of hospitalisation.	yes
L	Late	When a child arrives after the agreed start time but not more than 30 minutes after the close of registration period. There may be some cases where discretion may be made such as unexpected extreme weather which impacts on the whole school. Discretion may also be used in individual cases where there are exceptional circumstances. These should be agreed in advance by the school with the parent.	no
M	Medical appointments	Where a child has attended a medical appointment (out of school) for the whole session. Discretion can be used if the child has only missed part of the session and advance notice was given to the school. Medical appointment would include: <ul style="list-style-type: none"> • GP • Dentist • Hospital appointments (not stays) • Off island medical appointments • CAMHS 	yes
N	No Reason (unauthorised)	An N would be recorded if the reason for absence is unknown. <i>An N should not be left showing on a pupil's record indefinitely and should be changed once the reason for the absence is known.</i>	yes
O	Unauthorised absence	Where the absence is deemed not appropriate and/or there is no reasonable explanation as to why the child is not in school.	yes
P	Approved sporting activity	When a child is absent for the <u>whole session</u> because they are participating in an activity supervised by a person authorised by the school. The pupil must be taking part in the activity.	no
R	Religious Observance	Where the child is attending or taking part in an event set aside exclusively for religious observance by the religious body to which the parents/child belongs. This would include religious festivals. Additional holidays and days off linked to the religious festival but not "exclusively set aside for religious observance" by the religious body should not be recorded using code R.	yes



S	Study Leave	Study leave should be used only for Year 11 pupils during mock and public examinations	yes
T	Traveller Absence	UK based for children of traveller families. There should be no use of the code T in Jersey	n/a
U	Late 30 minutes or more after the close of registration	<p>Children who arrive late 30 minutes or more after the close of registration where the reason for the lateness is not deemed acceptable.</p> <p>Eg:</p> <ul style="list-style-type: none"> • Over sleeping • School refusal • Shopping • Haircut • Uniforms not dry • Car repeatedly breaking down. (Whilst a one off unavoidable break down may be seen as a 'crisis', cars that break down on a regular basis should not be seen in the same way. <p>School may use discretion and mark children as present on arrival where there is one off, unavoidable and/or exceptional circumstances and parents have contacted the school.</p>	yes
V	Educational Visit or Trip	<p>Where a child is on a school organised trip or visit including residential trips (on and off island).</p> <p>This can also be where a student is attending an event arranged by other (official) organisations, provided they are supervised.</p> <ul style="list-style-type: none"> • Representing the island or a club in a sporting event • Eisteddfod • Choir or music performance/event • Acting or drama performance/event <p>This would not include time off for practise or going to watch/support events.</p>	no
W	Work experience	Where a child is attending a work experience placement arranged by someone other than the school, but approved by the school such as Project Trident / Princes Trust	no

Appendix 2



SCHOOL ATTENDANCE MATTERS

Above 99%	EXCELLENT	No action is required to improve school attendance.	DID YOU KNOW? Children who rarely miss school are more likely to be successful in school and have better opportunities to meet their full potential.
95% - 99%	GOOD TO VERY GOOD	The child / young person's school attendance may range from average to very good, with between 3 and 9 days of school missed over the year. It would not be expected that any action would be required unless a pattern of absence began to emerge or the absence(s) were deemed to be inappropriate.	95% attendance could still mean up to 60 lessons missed during the school year.
90% - 94%	FAIR	The child / young person's school attendance is ranging from just below average to becoming low. Whilst many students experience unavoidable absences the school should be aware of these students to ensure that all absences are appropriate.	A child / young person with 90% attendance at the end of the school year will have missed almost 4 weeks of school. This could mean up to 120 hours of school lost over the academic year.
85% - 89%	LOW	A child / young person whose attendance falls below 90% is now starting to miss a lot of school. This would be a concern. Conversations should be had with parents / carers about improving attendance and the school may inform the Education Welfare Officer attached to the school that concerns are emerging. In some cases it may be appropriate for attendance plans to be agreed with parents / carers of children whose attendance is low.	85% attendance is almost 6 weeks or half a term of education missed over the year. Children who experience low attendance are at serious risk of falling behind in their school work.
Below 85%	OF CONCERN	Children whose attendance falls below 85% are missing a substantial amount of school and this is a cause for significant concern. The Education Welfare Officer will be aware of all children whose attendance scores under 85% and there should be a plan in place to improve the child / young person's school attendance. A referral to the Education Welfare Service may also be considered.	Missing more than half a term of education over the school year will seriously impact on a child / young persons' ability to meet their full potential. Research shows that there is clear evidence of a link between poor attendance at school and low levels of achievement.
LATENESS		A child or young person who arrives late for school 10 or more times in any term will be considered as being persistently late. It would be appropriate for any child / young person who is persistently late to be on an attendance plan; a referral to the Education Welfare Service may also be considered.	Arriving on time for school is important as this is the 'settling in' period before the school day starts. This is also important time for socialisation within peer groups. Some children can develop anxiety by continuing to arrive late for school. Lateness also creates difficulties for teachers who may have to repeat part of the lesson. Lateness also causes disruption to other children.

St John's Primary School

La Rue De La Mare Ballam,

St John, Jersey, JE3 4EJ

Telephone: 01534 861692 Email: admin@stjohn.sch.je

Headteacher: Jamie Hazley



Date

Dear _____,

Our Records show that _____ has had ___ absences from school so far this academic year. Giving an attendance percentage of ___%.

Parents / carers are required by law to ensure that any child of compulsory school age receives sufficient fulltime education. I note that since meeting your child's class teacher _____ has been absent from school again.

I will continue to monitor _____ 's attendance for the rest of the academic year and will hopefully see an improvement.

Yours sincerely,

Stuart Pallant (Deputy Headteacher)



St John's Primary School

La Rue De La Mare Ballam,

St John, Jersey, JE3 4EJ

Telephone: 01534 861692 Email: admin@stjohn.sch.je

Headteacher: Jamie Hazley



Date

Dear _____,

Our Records show that _____ has had ___ absences from school so far this academic year. Giving an attendance percentage of ___%.

Since the you met the class teacher and I contacted you by letter on _____, there has been no improvement.

I will continue to monitor _____'s attendance for the next fortnight. If there are any further absences, I will arrange a meeting with yourself to discuss an 'Attendance Plan' which will be reviewed by the Education Welfare Officer.

Yours sincerely,

Stuart Pallant (Deputy Headteacher)



St John's Primary School

La Rue De La Mare Ballam,

St John, Jersey, JE3 4EJ

Telephone: 01534 861692 Email: admin@stjohn.sch.je

Headteacher: Jamie Hazley



Date

Dear _____,

Our Records show that _____ has been late for school _____ times so far this academic year.

Parents / carers are required by law to ensure that any child of compulsory school age receives sufficient fulltime education. A pupil arriving late can not only disrupt his/her education but also the education of others.

May I remind you that school starts at 8.45am and children are encouraged to be in their classrooms from 8.30am onwards to enable a prompt start.

Yours sincerely,

Stuart Pallant (Deputy Headteacher)



St John's Primary School

La Rue De La Mare Ballam,

St John, Jersey, JE3 4EJ

Telephone: 01534 861692 Email: admin@stjohn.sch.je

Headteacher: Jamie Hazley



Dear _____,

Our records show that so far this academic year _____ has been late for school on _____ occasions.

Since the you met the class teacher and I contacted you by letter on _____, there has been no improvement.

I will continue to monitor _____ 's punctuality for the next fortnight. If lateness continues, I will arrange a meeting with yourself to discuss an 'Attendance Plan' which will be reviewed by the Education Welfare Officer.

May I remind you that school starts at 8.45am and children are encouraged to be in their classrooms from 8.30am onwards to enable a prompt start.

Yours sincerely,

Stuart Pallant (Deputy Headteacher)



Children Missing in Education

