



St Saviour's School Attendance Policy



Updated February 2024

UNCRC – Article 28 – You have the right to a good quality education

Aims

Team work (cooperation) is essential in order for us to attain our school mission statement '**Partners in Building a Future.**' We view education as a joint venture, involving everyone – pupils, parents/carers, staff and the wider community and encourage an ethos of open and honest communication between and within stakeholder groups. The team spirit and care for one another is tangible in our school and is often commented upon by visitors.

Promoting good attendance is a priority within St Saviour School. The development of good attendance can have a substantial impact on improving rates of pupil achievement. Poor attendance seriously affects pupil progress. The curriculum offers continuity and progression in pupil learning and any absence from school will adversely affect the pupils' ability to participate and benefit from the learning programme.

In order to ensure pupils receive a high quality education, St Saviour School begins its learning programme at 8.45am on a daily basis and concludes each day at 2.55-3pm for 187 days per year. Parents/carers have access to the termly dates from the office or gov.je website over twelve months in advance, giving them plenty of opportunity to ensure their child maximises their access to learning.

St Saviour School aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents/carers to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.



School procedures

Attendance register

By law, all schools are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- ❖ Present
- ❖ Attending an approved off-site educational activity
- ❖ Absent
- ❖ Unable to attend due to exceptional circumstances

See appendix 1 for the CYPES attendance codes. Pupils must arrive in school by 8.45am on each school day.

The register for the first session will be taken at 8.45am. The register for the second session will be taken at 1.00pm. Any pupil not in attendance at 8.45am will be marked as absent until a reason is provided.

Unplanned absence

Parents/carers must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 8.45am or as soon as practically possible.

Parents/carers can either telephone the school and leave a message on the answering machine or they can email the school on admin@stsaviour.sch.je.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask parents/carers to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Parents/carers should notify the school office in advance of appointments

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section authorised and unauthorised section.

Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

If a student arrives late on 3 occasions within a fortnight, a standard letter will be sent home. This will be recorded on SIMS.

Those students with persistent lateness, where the letter does not trigger an improvement and/or where there is lateness of more than 5 times in a fortnight, will be placed on a formal Punctuality Plan written by the school with the parent/carer. This plan will be reviewed fortnightly at a meeting between the teacher and parent/carer. This can happen twice before the next stage is implemented. The next stage involves the headteacher referring into the EWO for further support and action.

Missed Minutes mean Missed Learning = Missed Opportunities

School starts at 8.45am sharp. Children arriving after 8.45am will be marked as late and must sign in at the School Office. The front door will be closed at 8.45am.

Each half term the Headteacher meets with the Education Welfare Officer to monitor absence and lateness. Any unusual patterns of absence or any welfare concerns should be reported to the Headteacher, Deputy Headteacher or SENCO. A letter from the class teacher will be sent to the parents/carers of pupils who continue to be persistently late. A referral to the Education Welfare Officer may be made if no improvements are made.

Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

If a child has not shown up at school by the close of register at 9am and there has been no contact from the family re their absence then the secretary will contact them to see where the child is.

Reporting to parents/carers

The child's attendance record will be included on the annual school written report which is sent to parents/carers at the end of the Spring term. Any unusual patterns of absence or any welfare concerns will be dealt with immediately and parents/carers contacted with the concerns

Authorised and unauthorised absence

Granting approval for term-time absence

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'. Please ensure that family holidays and any other leave are arranged outside of school term time. Parents/carers should not remove their child from school during term time without having first requested a leave of absence in writing from the Head teacher. All requests for absence will be responded to in writing and will only be authorised in the most exceptional circumstances. All term dates and INSET days are available on the school website and gov.je. Taking your child out of school without authorisation could potentially result in the school needing to take action.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion.

Valid reasons for **authorised absence** include:

- ❖ Illness and medical/dental appointments
- ❖ Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the school will seek advice from the parents/carers' religious body to confirm whether the day is set apart

Attendance monitoring

The Secretary monitors pupil absence on a **daily** basis. Pupil-level absence data is collected and analysed each term. We compare our attendance data to the island average.

Parents/Carers are expected to call the school in the morning if their child is going to be absent due to ill health.

Those students with persistent absence leading to attendance under 90%, parents/carers will receive a letter to highlight concerns about the level of absence and to offer support. If this letter does not trigger an improvement and/or where the absence further decreases within two weeks an attendance planning meeting will be held. This plan will be reviewed fortnightly at a meeting between the school and parent/carer. This can happen twice before the next stage is implemented.

The next stage involves school referring into the EWO for further support and action.

If there are other concerns about a pupil's absence, school will invite parents/carers in to discuss this and consider any additional support that may help to improve attendance i.e. school nursing services. An Attendance Plan may be put in place at this meeting. After discussions with parents/carers a pupil's absence continue to rise, school will involve an Education Welfare Officer (EWO).

The Headteacher

The headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data, this will be in conjunction with other pastoral staff and class teachers.

The Education Welfare Officer

The EWO should:

- ❖ Meet regularly with the school to review attendance and punctuality data within the school.
- ❖ Advise the school on additional factors which may influence the attendance of some families as appropriate.

- ❖ Support the school through the referral process, where attendance or punctuality becomes a concern.
- ❖ Monitor the completion of electronic registers on a regular basis and inform the school of any incomplete sessions.
- ❖ Track and monitor identified individuals / families where the school / EWO has concerns re attendance and provide feedback to the Headteacher.
- ❖ Provide support for the school by liaising with families where significant attendance issues exist and direct these families towards appropriate support.
- ❖ Support the school to ensure that the families within the school meet the requirements of the Law in terms of attendance and punctuality.

Class teachers

Class teachers are responsible for recording attendance punctually on a twice daily basis, using the correct codes, and submitting this information to the school office.

School Office staff

School Office staff are expected to take calls from parents/carers about absence and record it on SIMS with any explanations.

Monitoring arrangements

This policy will be reviewed every 2 years by the Headteacher. The policy will be shared with all staff once reviewed.

Links with other policies

This policy is linked to our Safeguarding and Child Protection Policy (which includes children missing from education)

To be updated by February 2026

Appendix 1: attendance codes

The following codes are taken from the CYPE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance

Unauthorised absence

G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day