



St Saviour's School

Attendance Policy



Updated September 2025

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



Aim

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.

As a school we strive to build a culture where all can, and want to, be in school and ready to learn. We aspire to high standards of attendance from all pupils as we know attendance at school is not just important for children’s learning, but also for their overall wellbeing, wider development and their mental health. For children who face complex barriers to attendance, school can offer a range of pastoral support and advice and, if needed, can access support from external services – we are here to help.

The law entitles every child of compulsory school age to an efficient, full time education. It is the legal responsibility of every parent to make sure their child receives that education. Good attendance is a learned behaviour so it is important to develop good patterns of attendance from the outset.

It is essential that children understand the importance of time keeping and being organised. St Saviour’s School begins its learning programme at 8.45am on a daily basis and concludes each day at 3pm for 187 days per year. Parents/carers have access to the termly dates from the office or gov.je website.

**If you are facing difficulties getting your child into school,
it is important to discuss this with school at the earliest
opportunity. We are here to help.**

Useful Contacts:

Head Teacher: Mrs Williams

Deputy Head Teacher: Mrs Jones

SENCO: Mrs Cordiner

Designated Safeguarding Lead: Mrs Thom

To contact one of the named staff, please telephone the school on: 01534 722549 or email admin@stsaviour.sch.je and put the staff member name in the subject line.

By working together, we can support your child to access a full education that is their right.

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 your 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

If it is likely that your child will remain off for a couple of days, you can inform the school on the first day, otherwise please call each day, and again no later than on the third day of absence.

In the case of vomiting and/or diarrhoea, public health guidance must be followed which states pupils can return to school 48 hours after the last episode.

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

Please see Appendix 2 for guidance from the NHS about when children should return to school following an illness.

Medical or dental appointments

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. Any pupil missing registration for a medical or dental appointment will have an authorised absence; however, we request that you please let us know in advance.

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 pupil arrives late on 3 occasions within a fortnight, a standard letter will be sent home.

Those pupils with persistent lateness, where the letter does not lead to 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 with the parent/carer. This can happen twice before the next stage is implemented. The next stage involves the school referring into the Education Welfare Officer (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 EWO attends a meeting at the school to monitor absence and lateness. Where the school has addressed concerns with parents/carers and when an attendance/punctuality plan has not seen an improvement, discussions may take place around a referral to the Education Welfare Officer for further support.



The world is run by those who turn up.

Attending school every day = 100% attendance

Attending 4½ days a week = 90% attendance = 4 weeks missed per year

Attending 4 days a week = 80% attendance = more than half a term missed per year.

An average attendance of 80% or less across a child's school career adds up to missing a whole 2 years from school.

Punctuality is just as important. Make every minute count!

Being late for school reduces learning time. If your child is 5 minutes late every day they will miss three days of learning each year. If your child is 15 minutes late every day they will miss 2 weeks of learning each year.

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.

In line with our safeguarding procedures, if a child has not arrived 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 to discuss any concerns and support.

Authorised and unauthorised absence

Granting approval for term-time absence

Schools 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, travel 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 Headteacher. 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 impact on your child and their learning progress.

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 weekly. Each term we compare the school attendance data with that of other island schools.

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

Those pupils with persistent absence leading to attendance under 92%, 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 the 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. If, after discussions with parents/carers, a pupil's absence continue to rise, the school will involve an Education Welfare Officer (EWO).

The Headteacher and Attendance Officer

The Headteacher and Attendance Officer are 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. Lateness is recorded in terms of the amount of minutes late on arrival.

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

Safeguarding and Child Protection Policy (which includes children missing from education)
St Saviour's School Attendance Leaflet

To be updated by September 2027

Appendix 1: attendance codes

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

Group	As entered by the school	Meaning
Present	/	Present (AM)
	\	Present (PM)
	B	Approved educational activity as pupil being educated off site (not dual registration)
	L	Late (before registers closed) marked as present
	P	Approved education activity as pupil is participating in an approved supervised sporting activity,
	V	Approved educational activity as pupil is at an organised educational visit or trip,

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
C2	Part-Time Timetable	Pupil is not required in school according to an agreed plan
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
J1	Attending interview	Pupil is attending interview with prospective employer or another educational establishment
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
Y1	Unable to attend	Normal transport not available
Y2	Unable to attend	Widespread travel disruption
Y3	Unable to attend	Unavoidable partial closure
Y4	Unable to attend	Unavoidable full closure
Y5	Unable to attend	Criminal justice detention
Y6	Unable to attend	Public health Guidance/Law
Y7	Unable to attend	Unavoidable other than Y1-Y6
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



When should my child return to school?

Chicken Pox	When all spots have crusted over	Conjunctivitis	None*	Diarrhoea & Vomiting	48 hours from last episode	Glandular Fever	None*	Hand, foot & mouth	None*	Impetigo	When lesions are crusted & healed or 48 Hours after commencing antibiotics	Whooping Cough	48 Hours after commencing antibiotics
Measles or German Measles	4 days from onset of rash	Mumps	5 days from onset of swelling	Scabies	After first treatment	Scarlet Fever	24 hours after commencing antibiotics	Slapped Cheek	None*				
		Flu	Until recovered	Head Lice	None*	Threadworms	None*	Tonsillitis	None*				



This information is based on the Public Health Agency guide - full copy here

*No need to stay off but school or nursery should be informed.

