

ATTENDANCE MATTERS

CURRENT ATTENDANCE IS 94.6%

National Average is 95%

Here to support you with attendance are;
 Mr Ben Arnell, Mrs Chris Parfitt, &
 Mrs Helen Owens

March 2024
01536 512581

A Parent's Guide to Attendance

Please find our guide of attendance expectations. It explains what we classify as an authorised or unauthorised absence . All schools are required by law to keep attendance registers for morning and afternoon sessions.

Absences must either be marked as **Authorised** or **Unauthorised**. Only the school can approve the reason for the absence.

At St Andrews's our aim is for all our children to have attendance above **96%**

What is an **authorised** absence?

- If your child is ill and you have contacted the school.
- If your child is attending a medical appointment and school have seen evidence
- Religious observance

What is an **unauthorised** absence?

- Your child not attending school due to birthday celebrations or other family events
- Your child visiting family or friends or shopping
- Your child taking a full day off school for medical/dental appointments
- Your child arriving to school after 9.00am
- Your child being absent with an ailment that school would expect them to attend with.
- Your child taking a holiday during term time.
- Your child missing school due to a medical/dental appointment for a parent/sibling

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Punctuality

It is a parent's responsibility to ensure their children arrive at school on time.

School has a clear procedure for the '**start of the school day**'. The school gates open at **8.30am**. We expect children to be waiting ready to enter their class by 8.45am ready for registration.

Gates closed at 8.45am Children arriving after **8.45am** have to enter school via the school office and sign in as late on the electronic system with an explanation of why they are late.

Lateness

Children who are not in the classroom at 8.45am, ready to start the school day are late. They will be recorded as late on the class register.

Children who arrive after **08.45am** will receive an **unauthorised absence mark** for the morning session as the morning registers have closed.

Late arrival at school may result in:

- Your child feeling stressed or anxious
- Your child learning less and achieving poorer outcomes
- Your child disrupting the learning of others

Illness

If your child is too unwell to attend, school **must** be notified by 8.45am

Parents **must** report all absences to the school office by leaving a voice message on **01536 512581**. We ask that parents **do not** give absence messages to teachers as they maybe unable to get this message to the school office in time. Where an illness lasts longer that one day, we ask parents to inform us daily of their child's absence, unless it is sickness or dioherrea, the school policy is 48 hours from the last time they are poorly. If they are not in school after 48hrs you will

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Medical/Dental appointments

We ask that wherever possible all appointments are made outside of the school day. Where this is not possible children should only be absent from school for their appointment and not all day.

For morning appointments we request that your child attends school in the morning to receive their registration mark at 8.30am and then leaves for their appointment.

For afternoon appointments during school hours we ask that your child receives their registration mark at 1.00pm and then leaves for their appointment.

Appointments will only be **authorised where evidence of the appointment** has been seen at the school office. **Without them it will be recorded as unauthorised.**

Leave of absence

Leave of absence in term time can only be authorised by the Head Teacher in exceptional circumstances. Any holiday request cannot be authorised in term time.

All requests will only be considered if parents have completed a Leave of Absence form. This is obtained from the school office or via our website.

The Head Teacher will consider each request on an individual basis and the outcome will be sent in writing.