

School Attendance Policy 2025 – 2028

Individual School Procedures (Part 2)

To be read in conjunction with the Trust Attendance Policy (Part 1)

St Matthias CE Primary School



This policy is been reviewed and updated by the CEO and the Trust Safeguarding Lead.

It will be reviewed as guidance from the Local Authority and/or DfE is updated. Otherwise, it will be reviewed on a triennial basis and will be approved by the Trust Board (Part 1) and the school's Local Governing Body (Part 2). It will be implemented by all schools within the Trust.

Reviewed: March 2025

Ratified: April 2025

Next Review Date: March 2028

In collaboration with



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Part 2: School Specific Information

School:	St Matthias CE Primary School	
1. Key attendance personnel		
Role	Name	Contact details
Headteacher	Ginnie Beale	01684 574984 head@stmatthias.worcs.sch.uk
School Attendance Lead (Senior Leader)	Ginnie Beale	01684 574984
Safeguarding & Welfare Lead (Designated Safeguarding Lead)	Ginnie Beale	01684 574984
Attendance Administrator	Karen Kazerooni	01684 574984 admin@stmatthias.worcs.sch.uk
SENDCO	Lauren Joyce	01684 574984
Governor for attendance	Claire Bird	01684 574984
2. Timings of the school day, timings of registration periods.		
Morning session		
Starts at 8.40 am	Register taken 9 am Arriving after this time, will be marked 'L' (late)	Register closes at 9.20 am. Arriving after this time, will be marked 'U' (unauthorised late) unless a medical appointment.
Afternoon session		
Starts at 12.50 pm	Register taken at 1pm	Register closes at 1pm.
Timings of the school day:		
Lessons: 8.45-10.20am (10.30am KS2)		
Break 10.20-10.35am (10.30-10.45am KS2)		
Lessons 10.35-11.50 noon (10.45-12 noon KS2)		
Lunch 11.50-12.40pm (12-12.50pm KS2)		
Lessons 12.40-2.50pm (12.50pm-2.50pm)		
Worship 2.50-3.10pm		
Home time 3.15pm		
3. Punctuality (lates) procedures		
How do children register if arriving late?		
<ul style="list-style-type: none"> - If your child is late to school parents/carers need to take them to the main school office to be signed into school. 		
What happens if a child is repeatedly late or excessively late?		
<ul style="list-style-type: none"> - If your child has a persistent late record, more than 2 late marks, you will receive a letter from the attendance lead, this will be monitored for 2 weeks and you may be asked to meet with the attendance lead and headteacher if the problem continues. You can approach us at any time if you are having problems getting your child to school on time. 		
Are there any rewards or sanction for punctuality?		
<ul style="list-style-type: none"> - Children are rewarded through a number of ways for good attendance. Certificates are given out at the end of each half term rewarding attendance, any child with 100% for 		

the month will go into a draw for a reward. There are rewards for 100% attendance for each month, term and year.

- Monthly texts inform parents/carers of their child's attendance.
- The main reward is a good education with no missed lessons or gaps in learning.

4. First day absence procedures

What must parents/carers do if their child is absent?

- By **9am on the first day of absence** telephone and speak to the office staff or leave a message or email the school office. admin@stmatthias.worcs.sch.uk
- Unless the date of return is known, please update the school office on a daily basis.
- For long term illnesses we require a weekly update on a Monday, this may dependent on the illness and must be discussed with the Headteacher.

What does the school do if a child is absent?

- Telephone, email or text by 10am on the first day of absence if we have not heard from you;
- Conduct a welfare visit (*2 members of staff visiting the home to ensure that the child is 'safe and well' – dependant on staff capacity*) to the home if we have not heard from you for two days or on the first day dependent on the circumstances.
- Invite you in to discuss the situation with the school Attendance Lead, Headteacher and/or Pastoral Leaders if absences persist;
- Refer the matter to the Senior Leader responsible for attendance if attendance doesn't improve or continues to cause concerns.

Safeguarding actions we may take;

- Conduct a welfare visit (*2 members of staff visiting the home to ensure that the child is 'safe and well' – dependant on staff capacity*) to the home if we have not heard from you for two days or on the first day dependent on the circumstances.

5. Medical / dental appointments procedures

Processes for medical and dental appointments

From time to time children need to be absent from school for medical appointments or illness.

- Every effort should be made to arrange medical appointments outside school hours. Medical appointments at a doctor or dentist surgery are often of a short duration and children should only be away from the school for a minimal amount of time. Even hospital and specialist appointments usually only take up part of a day. School should be informed of all such absences in advance and children should be brought in to school for morning registration and back to school straight after the appointment. An appointment card from the doctor or dentist or a letter from the hospital, or the prescription medication is required to be shown to the school office. If it is necessary for a child to be out of school for this reason, the child should be out of school for the minimum amount of time required for the appointment and should be taken out of school just prior to the appointment and returned to school directly afterwards.
- Inform our Admin Secretary Mrs Kazerooni by telephone: 01684 574984 or emailing admin@stmatthias.worcs.sch.uk

Medical evidence and the types of evidence that are acceptable

- Provide medical evidence of illness when required by the school (if a child's attendance drops below 90%) This can be in the form of an appointment card, prescription or antibiotic label showing date and name.

6. Request for leave of absence procedures

Procedures for requesting leave of absence for any reason (planned absence)

- Taking any type of leave in term time will affect your child's schooling as much as any other absence and we expect parents/carers to help us by not taking children away on holiday in school time.
- Government regulations make it clear that parents/carers do not have any right or entitlement to take a child out of school for the purpose of a term time holiday. **Headteachers are not permitted** to grant any leave of absence during term time for holidays **unless there are exceptional circumstances.**

- In **exceptional circumstances**, pupils may be granted leave of absence during term time for **not more than one week (5 school days) in any calendar year**. If you wish to make an application for a planned absence **please obtain a 'Request for leave of Absence' form from the school office (appendix 4)**. The form should be completed and forwarded to the school **in advance of** the planned absence.
- Absence known to be for the following reasons may be authorised:
 - Illness
 - Religious observance
 - Attendance at medical appointments which cannot be made outside school hours
 - Compassionate leave in some circumstances
- Where the application for planned absence has been submitted within the timeframe, all carers with 'Parental Responsibility' will be notified in writing of the decision.
- Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and **parents/carers may be fined by means of a Penalty Notice or Prosecutions in the Magistrates Courts by the Local Authority**
- Requests that have been declined will be coded as unauthorised this absence code is showing in appendix 1 of Part 1 of the policy (Trust wide policy) which is found on our website.

7. Following up unexplained absence

Following up on absence when parent / carer has not been in touch with the school.

- Where no contact has been made with our school secretary we will contact parents/carers by text, email, telephone or letter to try and establish the reason for a child's absence. When we establish the reason for the absence, we will mark it as authorised or unauthorised depending on the reason for the absence. If we are unable to establish the reason for absence within 5 school days, we will make the absence as unauthorised, using the **O** code. If we are concerned about a pupil's absence and are unable to contact the parent/s, we may contact the pupil's emergency contacts and/or other professionals or contacts of the family who we reasonably expect may be able to advise us of the pupil's whereabouts and safety.
- We will notify the Local Authority of children who are absent for 10 consecutive days without authorisation by emailing CME@worcestershire.gov.uk and completing an online form to the Local Authority.
- St Matthias CE Primary School will monitor trends and patterns of absence for all pupils as a part of our standard procedures. However, we are aware that sudden or gradual changes in a pupil's attendance may indicate additional or more extreme safeguarding issues. In line with government guidance [Keeping Children Safe in Education](#) we will investigate and report any suspected safeguarding cases to the relevant authorities.
- As part of our safeguarding duty and our standard procedures, we will inform the Local Authority and/or the Police of the details of any pupil who is absent from school when the school has made all reasonable enquiries and cannot establish their whereabouts and is concerned for the pupil's welfare and safety. (Ref; St Matthias CE Primary School Safeguarding and Child Protection Policy)

8. Strategies for promoting attendance

We promote and reward good attendance through:

- Weekly Class Attendance certificate – class with the highest attendance
- Reward Termly Individual Attendance certificates for those with 100% and over 96% attendance
- Children with 100% for the month- entered into a prize draw for £10 Argos Voucher
- Children with 100% for the term- entered into a prize draw for £10 Argos Voucher
- Children with 100% for the year- entered into a prize draw for £10 Argos Voucher
- All Children with 100% attendance for the year receive GOLD certificate
- Promote good attendance in whole school worship
- Regular certificates / information updating and praising good and improving attendance.

9. Reducing persistent and severe absence

- A pupil who is classed as **Persistently Absence** has an attendance of **90% or below**
- A pupils who is classed as **Severely Absent** has an attendance of **50% or below**
- St Matthias CE Primary School prides ourselves on building relationships with parents/carers.
- Sometimes your child may not want to attend school. We encourage parents/carers and pupils to be open and honest with us about the reasons for absence. If your child does not want to attend school, it is never better to cover up their absence or give in to pressure to let your child stay at home. This can give the impression to your child that attendance does not matter and can make things worse. As a school, we need to understand the reasons why your child may not want to attend school so we can support you and your child in the best way possible.
- If this is the case please speak to Mrs Beale (Headteacher), Mr Thompson (Deputy Headteacher, your class teacher or our Attendance Secretary Mrs Kazerooni. We may also contact parents/carers for a meeting to discuss attendance if patterns or concerns arise to find mutual solutions and offer support.
- We can support families through our 'Support for parents/carers and families offer' (see our website for more information)
- For pupils with medical conditions or other circumstances that may at times prevent regular attendance we will fully support each pupil to be able to attend as much as possible. Our school will use an individual health plan and will work alongside other relevant professionals such as health colleagues, and yourselves, to best support this.
- If this is relevant to your child please speak to Mrs Beale (Headteacher), Mrs Joyce (SENCO) or Mrs Kazerooni (Attendance Secretary). We may also contact the parent/carer for a meeting to discuss any patterns or concerns linked to medical needs to find solutions to support an increase in attendance.
- There is regular information about attendance in our weekly newsletter, we will also email, text, send letters and share regular updates through ClassDojo. This can be information for the whole school or privately to the parent/carer.
- Our approach to persistent absence is outlined in Appendix 2 of Part 1 (DfE flowchart).
- If our school is unable to work in partnership with you as parents/carers, we may refer to the Local Authority. We will only ever do this if everything else has failed. We hope as parents/carers you will work with us to best support your child so this does not need to happen.
- If our school has any safeguarding concerns about a pupil who is absent, we will share information with other agencies as we deem necessary to ensure a child's safety and well-being.
- **Expect** (good attendance) – **Monitor** (use data) – **Facilitate Support** (identify and remove barriers) – **Formalise Support** (contracts or orders) – **Enforce** – Legal sanctions.

10. Reporting to parents/carers

- Parents/carers receive monthly text updates on their child's attendance via Teachers2Parents
- Parents/carers will receive half termly updates on their child's attendance through attendance information certificates.
- Our weekly newsletter contains weekly updates on class attendance.
- Attendance leaflets and information regarding individual attendance % is shared in the end of year school report.

PART 2 – APPENDIX 2 – INTERVENTION FLOWCHART –



Part 2 - Appendix 3

Attendance support plan

Pupil:

Class:

Attendance meeting was held on

Present at the meeting:

Current attendance:

Points discussed during the meeting:

What support will school provide?

What actions will parent/carer take to improve their child's attendance?

Review meeting date:

SB/April 2024

Appendix 4: Request for Leave of Absence Form

Parents/carers can obtain this form from the school office.

REQUEST FOR ABSENCE FORM

This is an application for a leave of absence during term time from St Matthias Church of England Primary School.

We expect parents/carers to complete this form for any event which requires time off school;

ie. Funerals, weddings, graduations, ballet exams, music exam, 11+ exam, participating in sporting events, participating/acting in theatre productions and holidays.

Legal Background

Parents/carers have a legal duty to ensure their child's regular attendance at school. Only in exceptional circumstances may an amount of leave be granted in any academic year.

If unauthorised absences are recorded, a Penalty Notice can be issued by the Local Authority to each parent or carer in respect of each child who is absent from school.

If a Penalty Notice is not issued, your child's attendance will still be monitored and this, along with any further unauthorised absences will be discussed with you and could lead to legal action being taken under Section 444 of the Education Act 1996.

In September 2013, the Department for Education stated that parents/carers would no longer be entitled to take their children on holiday in school time, except in exceptional circumstances. The government set a target of 96% attendance for every child; which indicates that they expect no more than seven days absence for any child during the school year. Schools are unable to authorise any term time holidays except in exceptional circumstances.

Applying for Leave of Absence During Term Time

Applications should be made using the attached form at least one week in advance of the proposed dates whenever possible. (Parents/carers are advised to apply for leave of absence before they confirm any holiday arrangements.)

The school considers that all absences from school disrupt the child's learning and their classroom friendships. Therefore absences should only be due to genuine illness.

Parents/carers will be informed, in writing of the outcome of your request for leave of absence.

Thank you for being honest and completing the form.

Mrs V. Beale – Headteacher.

REQUEST FOR ABSENCE FORM

To The Headteacher & Chair of Governors		Year	School Office Use ONLY	
			Child's Attendance %	
			Last Academic Year	This Academic Year
Child's Name/s				

Dates for which leave of absence is requested

From/On:	To:	Number of School Days
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Where is the child going exactly? – Please put TOWN in UK OR COUNTRY if going abroad.

Has your child previously been granted a requested absence during this school year? **YES / NO**

If **YES** please give dates of that absence Number of School Days

Please give the reasons which prevent this event happening during a school holiday.

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(If you wish you may attach a separate letter to support your request.)

Signed (parent/guardian) Date form completed

FOR SCHOOL USE ONLY

Child/ren will be sitting SAT's during this school year. **YES / NO**

Other relevant information

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Leave of absence **approved** / **NOT** approved (delete as appropriate)

Signed Chair of Governors / Headteacher Date

