

Annex 1 School Attendance Information St Andrew's CofE Primary

Underpinned by our Trust Vision of Flourishing Futures, at St Andrew's we seek to support all pupils.

Our Christian Vision of 'Learning together what is good and right' means that we seek to support all families to feel safe, cared for and valued- you all belong here at St Andrew's.

Who is in place to support?

Your child's teacher is always the first person to speak to about their education and welfare, including attendance.

All staff have had support and development to enable them to be confident in this, we encourage you to speak to any member of staff to gain advice.

For reporting non-attendance, please do contact the school office and leave a message by calling 01822 853153 by 8.30am.



Should you require further support, the School Attendance Champion is Mrs Nunn, who can be contacted by phone on 01822 853153. In addition, by email standrews@lapsw.org



Mrs Jackson can also offer attendance support and can be contacted in the school reception or by contacting the school on 01822 853153.

Daily Procedure for good attendance.

There are lots of things that support good attendance and having a routine at home really can help. This means that uniform, school bag and or drinks bottles etc are ready to go in the morning. Having a balanced diet, without too much sugary foods and good bedtime routines can also really support the start of the next day. We support children in school to understand the importance of these, as part of the curriculum. If you child has any worries about school, please talk to their class teacher so that you can discuss ways to work together to support.

This sets out the times for the start and close of the school day:

Time	Activity
8.30am	School gates open and pupils should begin to arrive at school. Classroom doors open and children enter school. Registers 'open', class teachers monitor which pupils are physically in school on the register.
8.40am	Doors to classrooms are closed. Any children arriving after 8.40am must enter school via the school office.
8.45am	External School gates are locked and site secured. Pupils should be in school. Pupils arriving after this time will need to enter via the school office and will be marked as 'L' Late. If you know that you will be late due to unforeseen circumstances, please do contact the school office.

- **It is essential for the safety of all pupils that we know if pupils are going to be absent.**
- Parents must contact the school **before 8.30am** if their child is not going to attend school that day.
- The school must be notified each day if your child will not be in school.
- Please do this by contacting the school office on 01822 853153, or talking to Mrs Jackson or school staff at the school gate at the start of the day.
- The school monitor who is not physically in school and contact parents of any pupils not in school without explanation.
- If the school has concerns about an absence, they have a duty to act in line with Safeguarding Duties (set out in https://assets.publishing.service.gov.uk/media/64f0a68ea78c5f000dc6f3b2/Keeping_children_safe_in_education_2023.pdf).
- This may include contacting others on a pupil's contact list, contacting Social Workers (if a pupil has one), carrying out a home visit, making a referral to Local Authority Safeguarding Teams, the Police or other agencies.

- The school monitor any pupil who arrives or leaves during the school day e.g. for a dental appointment. There is an afternoon registration after lunch which monitors pupils who are physically in school.