



St Richard's C of E Primary School

Attendance Policy

This policy was last reviewed: Autumn 2023

This policy will be reviewed again: Autumn 2026

This policy will be reviewed by: School Community Committee

Statutory policy?: No

Source: Governing Body

Attendance Policy

We strongly believe that children should be in school every day, as there is compelling evidence that poor attendance does impact on a child's learning and repeated absence can affect progress. We are committed to promoting positive physical, mental health and emotional wellbeing for all pupils, families, members of staff and governors, so that all have the resilience to manage 'normal' stresses of life which we believe will improve school attendance.

We also have a dedicated Attendance Welfare and Wellbeing officer who can support you and your family in raising attendance whether that be working together for reward charts and incentives, or practical help such as before and after school care.

The school gates open at 8.45am and close at 9am. Registers are taken at 9am. If your child/ren arrive between 9.00 and 9.30 they will receive a late mark (L) in the register. If they arrive after 9.30am they receive a U mark which is considered an absence. If we have been informed in advance of a medical appointment and have been provided proof of the appointment (please see section on medical appointments below) then this will be recorded as an authorised absence of M although if they arrive before registers close at 9.30 then this will be marked as a L with a note added.

Reporting absence

We ask that you report any absence by 9am. We have a free mobile phone app called Studybugs which you can download on your phone or you can use their website.

[Click here for Android](#)

[Click here for Apple](#)

Alternatively you can

- call the school absence line (02089407911 and press option 1 to leave an absence message)
- email the school office (info@srsa.richmond.sch.uk)

If you are aware of an absence in advance such as a dance/sports exam, entrance exam/school interview or medical appointment, we ask that you provide us with as much notice as possible in writing.

If we do not hear from you as to why your child/ren are absent, you will:

- Receive a text message from us requesting you contact school to provide a reason by 9.30am
- If you have not responded to school by 10.00am you will receive a phone call.
- If you do not answer within 30 minutes we will then try the second then third contact/emergency contact- this is for safeguarding reasons.

We ask that you report each day of absence.

When your child has returned to school, if we have not been provided with a reason why your child/ren was absent, this will then be marked as an unauthorised absence (O) and you will receive an email asking you to inform us as to why your child/ren was absent.

Our school has an allocated Education Welfare Officer (EWO) who meets with us every half term to review our attendance. If they identify any children that they feel their attendance is a cause for concern, they may contact you directly.

Child Missing in Education

If your child/ren do not attend school for four or more days and we have not heard from the parent/carer as to a reason why, they are considered as a child missing in Education and we are required to make a referral to the Education Welfare Service. To avoid this happening, please report each day of absence.

Sickness

We appreciate that sickness is unavoidable and may require time off school. Many coughs and colds can be managed with over the counter and home remedies and children do not need time off school.

In the case of sickness and diarrhoea we follow the 48 hour rule. This means that your child is allowed to return to school 48 hours after their last episode of sickness and/or diarrhoea.

If your child requires antibiotics, we recommend that you keep them at home for 12 hours after their first dose, if it is an antibiotic they have not had before. This is due to possible allergic reactions.

If they have had the antibiotics before then we are able to administer them if they are required four times a day. If they are prescribed antibiotics three times a day, we request that they are taken before school, after school and at bedtime.

For any antibiotics, creams and eye drops to be administered parents or carers need to complete a medical form available from the office. It is the parent/carers responsibility to hand over any medication at the beginning of the day and collect it from the office at the end of the day.

If your child is ill for four or more consecutive days we require evidence of a doctor's appointment or letter from the doctor to authorise the absence.

Medical appointments

We ask that any medical appointments are made out of school hours however we do appreciate that this is not always possible.

If a medical appointment falls within the school day or would mean your child arriving late to school or leaving early, to allow us to authorise it, we ask for a copy of the medical letter, a text message confirmation, or an appointment card. Please speak to the school office.

Holidays

The government has ruled that schools are not to authorise any holiday taken during term time.

If you do decide to take your child out of school for the purpose of a holiday, please complete an Absence during Term Time [form](#)

The external Education Welfare may get in contact with you directly if you take a term time holiday.

Exceptional circumstances

Parents wishing to apply for exceptional leave during term time should complete a Request for Absence during Term Time [form](#) and send it to the Headteacher with as much notice as possible.

Monitoring and keeping you informed

We regularly monitor our attendance and like to keep you informed. If your child/rens attendance drops below 95% in the current academic year, you will receive a text message informing you. You will receive a second message if their attendance continues to fall and reaches 92%. If their attendance falls further, you will receive a letter/email inviting you in for a meeting with The Headteacher and The Attendance Welfare and Wellbeing Officer. The aim of this meeting is to identify any support that we may be able to provide for you.

In our monitoring we also review absence patterns such as always having the same day off to see if there is anything that could be the reason. If we do notice a regular pattern occurring, we will contact you to invite you in for a meeting.

If your child/rens attendance reaches 90%, this will trigger an automatic referral to the Education Welfare Service. They are a supportive service and work closely with school and monitor our attendance and what we can do to help families. This is also the service that initiates attendance contracts and if needed, takes legal action although this is avoided where possible.

If you have more than five unauthorised absences, this will trigger an automatic referral to Education Welfare.

Help and support

If you feel you would like or are in any need of support with any aspect of attendance and getting your child to school, please speak to their class teacher or come in and see The Headteacher or the Attendance, Welfare and Wellbeing officer. We can work with you to offer suggestions on any issues that may be challenging (such as getting out of bed in the morning), create reward charts, incentives, offer support in before or after school care, and referrals to the school nurse.

Promoting and Rewarding attendance

In our Rejoice assembly on a Friday, we announce which class has the best attendance of the week who will receive the toy attendance mascots and get extra playtime.

Every half term we will review attendance and any child with 100% attendance will be positively acknowledged.