

Our Aims

The expectations of Seaton C of E Junior School are that there will be:

- regular attendance from all pupils, achieving attendance records consistently of over 95% per year, aiming for the highest possible attendance
- no unauthorised absences and that the communication between home and school in regard to absences will be extremely effective
- punctual attendance will be discouraged by the school and by the parents

Holidays in term time

Schools are unable to authorise any holidays that are requested during term time, due to Government legislation that was brought into force in 2013. There are extreme exceptional circumstances that can be considered, but this is at the discretion of the Headteacher.

Parents must request a form from the school office and state the dates they require and the reason they would like their child to be absent from school.

Once the form is received in the office, it is assessed and a letter sent home informing parents of the decision.

If the holiday has not been agreed it will be marked on the register as unauthorised holiday.

At the discretion of the Headteacher, parents may be invited into school to discuss the implications of taking a child out of school during term time. Parents are not allowed to request holidays for children in Year 6 during their SATs period.

Contacts

Headteacher

Mrs Lynn Carini

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Designated Safeguarding Lead

Mrs Lynn Carini

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Deputy Safeguarding Leads

Mrs Charlotte McGlasson

Mrs Katharine Hughes

Mrs Angela White (SENCO)

Mrs Helen McCarthy (SBM)

Seaton St Paul's CofE Junior School

Seaton Park, Seaton, Workington

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The Legal Framework

The Law relating to attendance;

Section 7 of the Education Act 1996 states that 'the parent of every child of compulsory school age shall cause him / her to receive efficient full time education suitable:-
(a) to age, ability and aptitude and
(b) to any special educational needs he/ she may have
Either by regular attendance at school or otherwise'

The Law relating to safeguarding;

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under

- We will take the registers daily at 8:50am and 1:20pm.
- Information from the registers will be entered into the school's information management system so we can check attendance.
- We will close morning attendance registers at 9:00am.
- We will make a text message to ascertain reasons for non-attendance, if none has been given.
- If no response from a text message has been received by 9.15am, the office will attempt to contact parents/carers,
- If we cannot make contact with any parent, a home visit will be undertaken by our Designated Safeguarding Lead & another member of staff.
- Parents will receive information about their child's attendance at Parents meetings and also on their school report.
- Overall attendance figures are collected by Cumbria County Council and will be shared with the children in assembly and with governors at Full Governing Body meetings.
- We will award pupils with a certificate for 100% attendance in a year.
- We will award children with a book voucher and certificate for 100% attendance over a year.
- We will actively encourage promptness and attendance.

Seaton St Paul's CofE Junior School



Joy, hope and aspiration – life in all its
fullness

Attendance Leaflet

Lateness -A child is a few minutes late they must enter by the main entrance so that the office staff can mark their attendance on the register. If students are much later they need to be escorted by parent/carer, age dependent) and signed in at the office. The parent must provide a reason for the lateness.

It is to be expected that very occasionally a child may be late for a genuine reason. The concern is in regard to any consistent late arrivals (where there is no avoidable reason). If there are children who fall into this category then the following procedure takes place:

1. Child is reminded by class teacher of importance of punctual attendance.
2. Lateness of children is closely monitored by office staff and teachers.
3. Half termly report is printed by School Office to show children who have had persistent lateness.
4. Formal letters sent home to parents at the end of each half term to notify them of the number of minutes their child has lost, in that school year, due to being late.
5. Children on this list are closely monitored the following half term.
6. At the end of the following half term, if the same children appear on the report again, they will receive a phone call from the Headteacher to discuss different strategies to get their child into school on time.

Each stage is only reached if there has been no improvement after the previous intervention.

Why regular attendance is so important.

Learning: - Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at school is your legal responsibility and persistent absence from school without a good reason creates an offence in law and may result in prosecution.

Safeguarding: - Your child may not achieve their full potential if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for your child encompasses:-

Attendance/Children Missing Education (CME)

Behaviour Management

Health and Safety

Access to the Curriculum

Anti-bullying

Failing to attend this school on a regular basis may be considered a safeguarding matter where there is justification to do so.

At Seaton St Paul's C of E Junior School

we hold one to one meetings with children each half term to discuss how each pupil is performing in the areas of: Behaviour, Homework, Uniform, Punctuality and Attendance. Each pupil is that graded Green, Amber or Red for each area,

With regard to attendance, children will be graded as follows:

Green is 95% or above.

Amber between 90% and 94%

Red below 89%

Your obligation

- Ensure your child attends school regularly.
- Report your child's absence before 9.00 am in person or by telephone.
- Ensure your child is not late for school.
- Do not take holidays during term time.
- Avoid taking your child out of school for non-urgent matters (hairdressers, clothing purchases, Birthday parties).
- Ensure that medical appointments cause the minimum of disruption.
- Do not allow your child to be absent for a whole day when their medical appointment is only a short, local one.

The School Day

Our school day begins with registration at 8.50am. Children can safely arrive at school from 8.40am as they will be supervised on the school yard. The school day ends at 3.30pm.