

St Francis Attendance Policy- Quick Guide for Parents

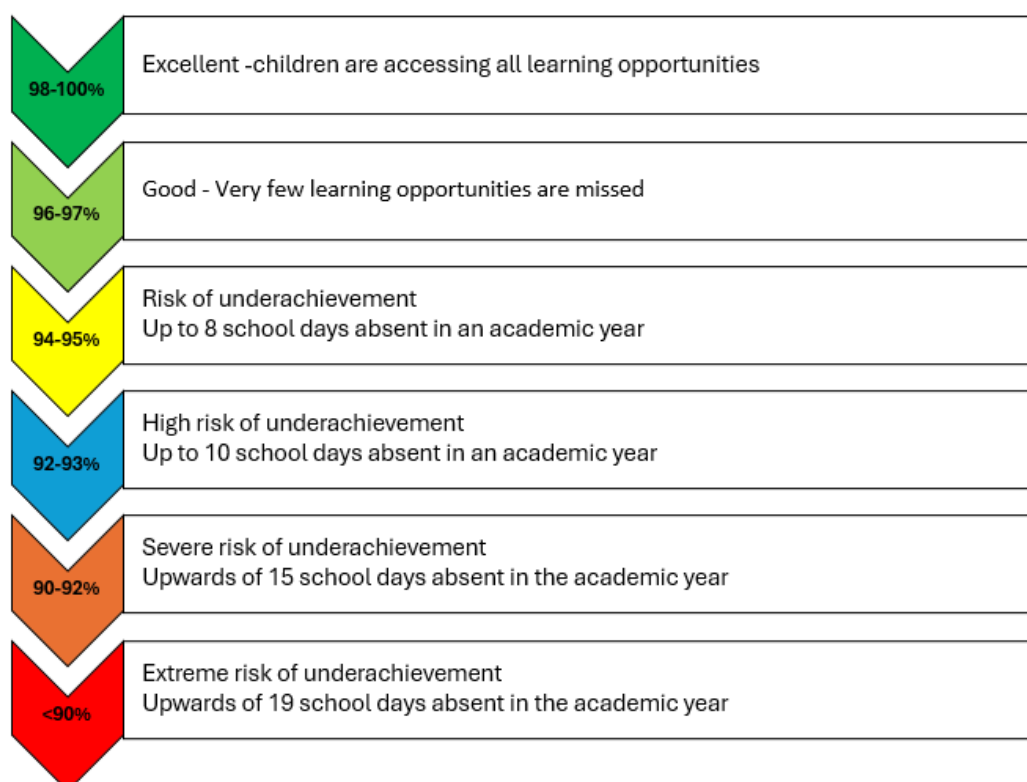
Our Vision for Attendance. At St Francis CofE Primary School, we believe that excellent attendance is fundamental to every child's success, we believe every day in school matters. We strive to create an environment where all children feel welcomed, valued and a deep sense of belonging, supported by staff who know them well. We aim to work in partnership with families to remove barriers to attendance, intervening early and offering tailored support if necessary. Our clear and consistent expectations help every child and their family understand the importance of attending school every day. We celebrate regular attendance as a shared achievement, recognising the effort of pupils and families alike. Guided by the 5 Foundations of Effective Attendance Practice, we are dedicated to ensuring that every child is present, engaged, and ready to learn because every day of learning is important.

The name and contact details of the school staff member pupils and parents should contact about attendance on a day-to-day basis is:	
Name:	Sue Hooker (Monday-Thursday) or Rachel Hinten (Friday)
Telephone number	01865 468190
Email address	Susan.hooker@st-francis.oxon.sch.uk office@st-francis.oxon.sch.uk

You can support your child to have excellent attendance by taking these steps:

- Ensure your child arrives on time for school every day and is ready to learn. Arriving after registration is recorded as an unauthorised absence. Pupils must be in school by 8.45am.
- Do not take holidays during term time.
- If your child appears to be only slightly ill, send them to school. We have staff who will contact you if their condition deteriorates.
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance. We expect your child to be in before and after the appointment takes place.
- Supply a copy of the appointment card or hospital letter if your child has an appointment during school hours.

If your child becomes reluctant to go to school or you need help, please contact the school immediately; we are more likely to be able to work together to solve any problems if we act early.



'On the day' absences: what should I do if my child is not 'fit' to go into school?

On each day your child is unfit to come to school, please report this absence by phone or email to either Sue Hooker or the school office by 9am to let us know. In the message you must leave your child's full name, class and give the specific reason for absence. The information you give will be recorded on our official register.

Leave of Absence

There may be exceptional circumstances where you need to request a leave of absence for your child. The request should be submitted in advance of the leave of absence, via the school office. You will receive a response in writing.

Punctuality

- Pupils are expected to arrive on time for school in the morning. Your child is late to school if they are not on site in the appropriate entry area by 8.45am.
- The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment. I hope we can count on your support in this matter.
- Please contact Sue Hooker or a member of the leadership team if you require any support with ensuring your child's regular school attendance.

Senior Attendance Champion – the senior leader responsible for the strategic approach to attendance in our school	Lorraine Wood	headteacher@st-francis.oxon.sch.uk
To report your child's absence daily please contact our Attendance Officer or Administrator	Sue Hooker or Rachel Hinten	Susan.hooker@st-francis.oxon.sch.uk offic@st-francis.oxon.sch.uk
Contact Sue Hooker for more detailed support on attendance.	Sue Hooker (Mon-Thurs)	Susan.hooker@st-francis.oxon.sch.uk

Escalated Approach to Attendance

