

## Attendance at St. Edmund's

Supporting families to ensure their children are in school is central to our approach to attendance at St Edmunds. We want to work alongside families to ensure that barriers to attendance are reduced and children are in school benefitting from high quality teaching. All families should be aiming for their child to have attendance of 95% or above. We do understand that there may be exceptional circumstances where this is not possible and our priority is the wellbeing of our children and families.

### Reporting Absences

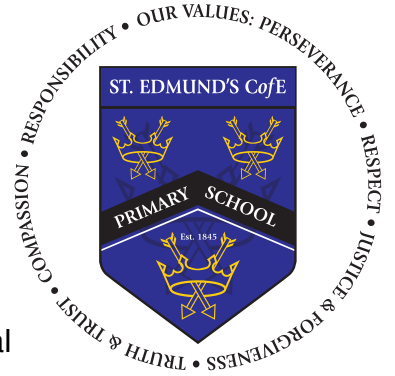
- If your child is unable to attend school, please ensure that you inform **the office** before **8.45am**. Please ensure it is reported to the office and not a member of staff on the playground so we can ensure that the message is logged accurately.
- If school have not heard from you **by 9.30am**, they will attempt to contact the first person on a child's **emergency contact list**. If there is no response, school will ring down the list of emergency contacts. Please ensure that these are up to date with the school office.
- If no contact has been received and we are unsuccessful in contacting emergency contacts, we may conduct a safe and well home visit.

### Authorising absences

This is done at the discretion of the Attendance Officer. In most cases, absences for illness will be unauthorised without medical evidence.

### Medical Appointments

Please try to make them **outside of school hours**. However, we appreciate that this may not always be possible. Please provide evidence of any appointments to the office for us to authorise. This can be an appointment letter, a screenshot of a text message, or something similar. Please send to [office@st-edmunds.notts.sch.uk](mailto:office@st-edmunds.notts.sch.uk)



## Holidays

Term time holidays will be **unauthorised** unless they are under exceptional circumstances. These will be authorised at the discretion of the Headteacher and the Attendance Officer.

## Communication with parents

If your child has missed 4 days (8 sessions) in a ten-week period, we will write to you to inform you that we are monitoring your child and offer support.

If your child has missed **5 days** (10 sessions) we will write to you to ask you to attend a **meeting** to discuss how we can support an improvement in attendance. This may include introducing an attendance contract.

If families do not engage with the offers of support, a Notice to Improve can be issued with a clear outline of support available and a timeframe for improvement.

If attendance continues to be problematic, a **fixed penalty notice** could be issued at the discretion of the Headteacher and Attendance Officer.

## Lateness

School starts at 8:45am. The gates onto the playground will be open from 8:30 – 8:45am. After this time, please go through the office where you will be asked to record your child's arrival with a reason.

We will continue to monitor attendance closely and communicate with parents where we have concerns. For further information, please check our school website where you will find our full Attendance Policy.