Sir John Talbot's School Attendance Appendix

Appendix 1

Important Documentation

Is my child too ill for school? - NHS
Working Together to Improve School Attendance 2024
Pupil leave of absence | Shropshire Council
Schools and education | Shropshire Council

Regular attendance means children & young people (also used for child and young person: CYP) can make the most of their education, improving their chances in adult life. School gives CYP a wide range of experiences in the form of academic lessons, educational trips and clubs. The more CYP attends school, the more they increase their opportunity to 'be the best they can be'. School can also help CYP's social skills, such as making and keeping friendships. A regular and punctual attendance pattern will help CYP when they enter the world of work.

Our School Day

Period	Time
Crew	8.50am – 9.15am
P1	9.15am – 10.10am
P2	10.10am – 11.05am
Break	11.05am – 11.25am
P3	11.25am – 12.20pm
P4	12,20pm – 1.15pm
Lunch	1.15pm – 1.55pm
Crew	1.55pm – 2.20pm
P5	2.20pm – 3.15pm

Morning Registration (AM)
Children and young people (CYP) are expected to arrive at school before **8:40am**. The morning bell rings at **8:45am**, and CYP should be in their Crew room by **8:50am**, when the register is taken.
Anyone arriving after this time will be marked as **late**, and the number of minutes late will be recorded.
The morning register closes at **9:20am**. CYP arriving after this time **without a valid reason** will be marked as **unauthorised late (U)**, which will negatively impact their overall attendance record.
Afternoon Registration (Period 4)
The statutory afternoon attendance mark is recorded at **12:20pm** during **Period 4**.
Any absence whether authorised or unauthorised will negatively affect the CYP's overall attendance.
Example:
If a CYP arrives late and receives a **U code** for the morning, and then leaves before the afternoon register is taken, this will result in a **full day of recorded absence**.
Lesson Registration
Children and young people (CYP) are expected to arrive promptly for each lesson. A **4-minute transition period** is allowed to move between different areas of the school site.
Lesson registers must be completed **within the first 7 minutes** of the lesson, once CYP are seated and settled.

Absence Reporting Procedures

If a child or young person (CYP) is unable to attend school, please contact us by **8:30am** on the day of absence. Unless otherwise agreed with the Attendance Officer, a parent or guardian must report the absence **each day** the CYP is not in school.

When reporting an absence, please clearly provide the **CYP's full name**, **Crew**, and a **specific reason** for the absence.

For example, stating a CYP is simply “unwell” is not sufficient and may result in the absence being recorded as **unauthorised**.
You can contact us via:

- **Phone**: 01948 660 600 (option 1: to report a student absence)
- **Email**: sjtattendance@sjt.mmat.co.uk

If we don’t receive notification of a CYP’s absence, we will attempt to contact you or your emergency contacts via **call, text, or email**, and may carry out a **Safe and Well Check** at your home. It is the responsibility of the CYP’s parent/guardian to ensure that all contact details are kept up to date.

If we are unable to speak with you and no reason for absence is provided, the absence will be recorded as **unauthorised**. We will continue to make efforts to contact you and offer support if there are any barriers to attendance.

Where there are concerns that a CYP’s absence may be linked to a **safeguarding issue**, the school has a **duty of care** to notify the appropriate **external agencies**.

Illness or Medical Appointments

Where possible, medical appointments should be scheduled **outside of school hours**. If this is not feasible, please inform the school **in advance** of any appointments.
In cases of **repeated absence** due to medical or other reasons, the school may request **supporting evidence** to validate the absence.

CYP can attend school with minor ailments, such colds, coughs, headaches and sore throats.
If medication is required during the school day, it can be brought into school. Parents or guardians must complete a **medication consent form**, available at **Reception**. All medication will be **securely stored** and made available to the CYP as needed.
A CYP does not need to be absent while completing a course of **antibiotics**, unless advised otherwise by a **medical professional**. For further guidance, please refer to the NHS resource: **Is my child too ill for school?**

Leave of Absence in Term Time

The school adopts the DFE guidance where any planned absence is granted at the discretion of the Headteacher and is only agreed for exceptional circumstances. Exceptional Circumstances are defined as ‘one-off’ occasions where a request for leave of absence is unavoidable and does not cover annually occurring family holiday. **There is no legal entitlement to term time absence.**

Applications for leave of absence should be submitted **at least two weeks in advance** using the official **Leave of Absence Form**. To request a form, please email: sjtattendance@sjt.mmat.co.uk.
When submitting your application, please provide **detailed information** to support the request. Depending on the nature of the absence, the school may ask for **additional supporting evidence**.
If this requested period of absence has not been authorised, details will be passed to Shropshire Council’s Education Access Service. The Council may, in the following circumstances, issue a formal Warning, serve a Fixed Penalty Notice or take court action in respect of non-school attendance for this and any future unauthorised absence:

- **Parents have not sought permission from the headteacher before taking their child out of school for a holiday in term time**
- **The headteacher has refused the request but the absence occurs anyway; or**
- **A pupil has not returned to school by the agreed date with no satisfactory explanation**

For further information, please refer to: Pupil leave of absence | Shropshire Council

How We Monitor Attendance

Improving school attendance is a shared responsibility between **school staff**, **parents/guardians**, and **children and young people (CYP)**.
The school's minimum attendance expectation is **96%**. Where attendance falls below this threshold, appropriate action will be taken (see table below). Students with attendance at or below **90%** are classified as persistently absent (PA) by the DfE, which can negatively affect their education, wellbeing, and social development.

Where barriers to attendance exist, the school will work in **partnership with families and external agencies** to ensure the CYP receives the **appropriate support** in a **timely and effective** manner.

Role	Area of Attendance Responsible For
CYP	Attending school regularly, arriving on-time and fully equipped ready to learn.
Parent/Guardian/Carer	Legal responsibility to ensure CYP attends school regularly.
Crew Leader	Daily monitoring of all Crew members attendance and wellbeing. **Crew Leader Expectations** • To review patterns of attendance and punctuality using the '**Attendance and Attitudes Weekly Report**', initially checking-in with the CYP, and discussing absence concerns with families. • To make contact home for any CYP that is absent, due to illness for at least **3 consecutive days**. i.e. a phone call is required on the 3rd day of absence. Communication MUST be documented via Arbor and any concerns of a safeguarding nature MUST be recorded on CPOMS.
Crew Director	Daily monitoring of all absenteeism of CYP within their Community. **Crew Director Expectations** • To make contact with families of any CYP that has an unauthorised absence or where there has been no contact made in the day using the '**Daily Absence Report**'. • Hold strategic planning meetings every three weeks to support students at risk of persistent absence. • To offer Early Help to families and manage open episodes. • Attend scheduled half-termly reviews with the Education Welfare Officer to assess progress and plan improvements for students with continued attendance concerns. • Attend scheduled fast-track meetings with EWO as agreed in the half-termly reviews.
Assistant Headteachers	Weekly review of all attendance and absenteeism across their responsible years. **Assistant Headteacher Expectations** • Regularly review and monitor attendance concerns through line management meetings with Crew Directors, and report the impact of interventions to the Senior Leadership Team (SLT)

	• To hold strategic oversight of any student that becomes '**severely absent**' (falls below 70%).
Deputy Headteachers	Weekly review of all attendance and absenteeism across the school. **Deputy Headteacher Expectations** • Provide strategic leadership and oversight of school-wide attendance, absenteeism trends, and the systems in place to address them. • To review and address any **attendance and punctuality** concerns through regular line management meetings. • Review and evaluate the effectiveness of strategies implemented to improve attendance and punctuality, and address key concerns. • Report on whole school attendance data as required by the governing body.
Headteacher	Oversight of all school attendance. **Headteacher Expectations** • Ensure timely review and decision-making regarding in-term leave of absence requests in line with government guidance. • Sign attendance certificates and penalty notice requests (specifically time-bound due to court deadlines). • Sign requests for court action documentation.
Governors	Ensure school leaders are held accountable for the implementation and impact of attendance strategies.
School Educational Welfare Officer (EWO)	To work with CYP, families, school and external partners where there are continuing attendance concerns to support access to education. EWO Expectations • To offer support for CYP that are experiencing attendance concerns. • Conduct attendance meetings with CYP and families to establish action plans, outlining legal responsibilities and consequences of failing to ensure access to education.

Attendance Rewards

Each week whole Crew attendance progress is tracked and monitored.

Crew Attendance: Weekly Community Meetings will celebrate Crew performance in terms of 'conduct' and 'attendance'. The top three Crews (each week) for each category will be allocated with 3, 2 and 1 point(s) respectively. At the end of each half term the Crew(s) with the highest overall points total will receive a reward of their choice (selected from a pre-determined list).

Golden Attendance Award: At each half term, students with 100% attendance are recognised in Community Meetings. Those with both full attendance and a positive behaviour record receive a special reward, and their families are sent a recognition email from the Headteacher.*

Outstanding Attendance Award: Awarded to any CYP at the end of the school year with 100% attendance. CYP will receive a prize of recognition.

*CYP with mitigating circumstances e.g. exceptional medical condition, will not be disadvantaged.