



Le Rocquier School

Learn, Respect and Succeed

Le Rocquier School Student Attendance and Punctuality Policy

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Aims

Le Rocquier School recognises that for a student to reach their full educational achievement a high level of school attendance and punctuality is essential.

Good attendance is important because:

- regular attendance has a direct link with high levels of school performance
- regular attendance supports students to make better progress
- regular attendance makes school work and learning easier to undertake
- regular attendance establishes routines for successful transfer to further, higher education and employment
- regular attendance support students to make better progress socially and to sustain friendships

In order to achieve high levels of regular attendance Le Rocquier School promotes and celebrates good attendance and punctuality and ensures it meets the requirements of the Education Law (Jersey) 2000.

Parent/Carer Responsibilities

Parent/carers have a legal duty to ensure that children of compulsory school age attend on a regular and full-time basis. They should aim for 100% attendance and avoid taking their child out of school for any reason.

Parents should ensure that, if their child is to be absent from school for any unavoidable reason (such as illness), they should contact the school as soon as possible, **on the first morning of absence and before 8.30am**. This may be done by phone, email or in person. Verbal messages on the parent's behalf from an adult relative or representative such as a child-minder or friend may be accepted at the school's discretion on the first day of absence – subsequent absences must be explained by the parent. Verbal messages from children, e.g. siblings, will not be accepted. (See Appendix 1 – first day contact guidelines).

Parents may not authorise their child's absence – only the school can do this, on the basis of the explanation provided by the parents. Should parents fail to provide a satisfactory reason; the school will record such absences as unauthorised. In some cases, this may be retrospective, and authorisation may be withdrawn should circumstances arise leading the school to decide that the reason given was not truthful. If this occurs, this will be discussed with the parent.

Please be aware that when a parent telephones the school with information that their child is unable to attend due to illness, or other circumstances, this may not be automatically authorised. Your child's current and previous school attendance will be taken into consideration and as a result the absence may not be authorised.

Keeping your child off school with minor ailments such as a headache or slight cold is not acceptable.

Any absences above 3 days will require a doctor's note, to confirm they have been seen by a medical professional. This is in line with workplace requirements and is in place to ensure a student swiftly returns to school following an illness.

Repeated absences will require us to request that you obtain medical evidence from your doctor's surgery on each occasion.

Parents should not book family holidays during term-time. Such holidays will not be authorised. (See Appendix 2 – Requesting leave of absence in special circumstances). They should also avoid medical and dental appointments during the school day.

Students are expected to attend school and all of their lessons regularly and punctually and will be sanctioned for lateness in accordance with this policy.

Attendance Procedures

Morning Registration

The school registration is 8.30am and all students should arrive to their first lesson by this time. Teachers will mark each student in the register (which is a legal document) as either present or absent (N).

A student who arrives after 8.30am will be registered at late (L). They will be issued at detention at the main entrance, by the Education Welfare Officer and/or Attendance Officer. The detention will be issued for lunch time, the same day. Failing to attend this detention will result in a 1 hour after school detention the following day.

Any student signing in after 9:00am will be marked in the register as (U) to indicate that they arrived after registration closed.

Declining Attendance

Students who continue to have a poor record of attendance or punctuality will be placed on an attendance plan.

For those with attendance between 90-95%, they will be placed on an amber attendance report with their Head of Year. This is a three-week report which sets specific attendance targets. Parents will be informed by letter about this report.

For those with attendance below 90%, they will be placed on a red attendance report with the attendance officer. This is a four-week report which sets specific attendance targets. Parents will be invited in for a meeting about attendance and informed of this report.

If attendance continues to decline, the student and parents/carers will be invited in to school for a meeting with the EWO. They will be placed on a formal attendance plan, and if attendance continues to fall, they will be required to attend a School Attendance Panel (SAP) meeting with governors. This meeting will clearly lay out attendance expectations and will be formally recorded on the student's file.

If an attendance issue is not improving, once support and in school meetings have taken place, the case will be referred to Attendance Panel at the Education Department. At this meeting, a decision will be made as to whether the parents/carers will be referred to a Parish Hall Enquiry which could result in prosecution. A decision will then be made about a referral to court.

Medical Appointments

If a student is late due to a medical appointment, they will receive an authorised absence coded 'M'. Please be advised that where possible doctors and dentists appointments are to be made outside of school hours or during school holidays. The school will require appointment letters/ cards for all medical appointments.

If a student feels unwell, they can request to go to the medical room. The medical room is staff by trained first aiders, who will triage and contact home if necessary. A standard text will be sent home to parents/carers, so they are aware their child has been to the medical room.

School Responsibilities

The school will use a range of strategies to encourage good attendance and punctuality and will investigate promptly all absenteeism, liaising closely with parents. Staff will respond to absenteeism firmly and consistently. The school sets a minimum expectation of 95% for all student attendance.

1. To communicate clearly the attendance procedure and expectations of the school.
2. The school will record and monitor attendance in accordance both with the statutory requirements and with the principle that regular, uninterrupted attendance is vital to a child's educational progress and personal wellbeing.
3. Have appropriate registration processes in place.
4. Registers will be taken in all lessons and recorded on SIMS.
5. Attendance data will be collected using P1 (8:30) and P5 data (14:05).
6. The AM register will close at 8:30; any child arriving after the close of the registration period will be recorded as "late" for that session.
7. Teachers will complete registers in accordance with guidance given by the Head teacher and the SLT member in charge of attendance to ensure safeguarding of all students.
8. Registers are monitored daily by the attendance team.
9. The attendance team will follow up absences and lateness if parents/carers have not communicated with the school.
10. To follow the school attendance procedure, including for referrals to the EWO and attendance panels.
11. To report to the Government on attendance
12. To promote good attendance

Communication

We aim to keep parents/carers informed about their child's attendance throughout the year. We will do this in the following ways:

1. A fortnightly text message will be sent to parents/carers when attendance has dropped below 97%.
2. Half termly letters will also be sent to parents/carers to remind them of the importance of maintaining a high attendance in school for students with attendance below 97%.

100% attendance is certainly possible, but in the event of a student being away from school it is essential that communication with parents and carers is established to inform the school of the reasons for the absence. **It is the parents' responsibility to inform the school of their child's absence, including a reason.**

Le Rocquier School takes its responsibility for safeguarding seriously and any student who is absent without parental notice will be referred to the school based EWO and appropriate action will be taken. This may be a home visit, or a referral to children's services.

Home Visits

If a student refuses to come to school, the attendance and welfare team will conduct a home visit.

They will:

- Inform the parent/carer when they will conduct the home visit, arranging a time to visit during the working day.
- Inform the parent/carer of the purpose of the visit, and who they wish to speak to (in most cases, this will be the child who is not attending school and their parent/carer).
- Conduct home visits in pairs.
- Only enter the property if a responsible adult is present.
- Raise any concerns with the parent/carer (if appropriate). If not appropriate, they will raise concerns via the Children and Families Hub.
- Act in a manner that is in line with the Government of Jersey values, and Safeguarding Code of Conduct.
- Carry their Le Rocquier School identification lanyard with them.

Parents/carers are expected to:

- Be present throughout the home visit.
- Engage with the visit, being solution focused to support an increase in attendance to school.
- Act in a polite and respectful way to the staff attending the visit.
- Ensure a suitable room is used for the meeting (e.g. a living room or kitchen).

Should a parent/carer feel a home visit was not carried out in an appropriate way, they should raise this immediately with the line manager for the Attendance and Welfare team (Roxanne Shipton-Taylor).

Late to School and Late to Lesson Guidance

The following applies up to the first 10 minutes of a lesson (unless a student has a valid reason for missing the start of a lesson, such as an appointment)

Teaching Staff

If a student is late to lesson, we will:

1. P1 only – check a student has a red slip. If they do, no further action. Sanction set centrally.

P1 without a red slip and all other lessons:

1. Record the number of minutes late on SIMS.
2. Issue a break/lunch time detention for that student, to have a conversation with the student about why they were late and keep them for roughly double the length of the missed lesson time (e.g., if a student is 5 minutes late, they owe you 10 minutes).
3. If a student fails to attend their break/lunch DT, class teacher to contact home, and reset it for the following day break/lunch.
4. If the student fails to attend a second time, email Removal to set a C3L detention (a one-hour late detention). Admin completed by removal.

Form Teachers

Once a week, you will be given lates to lessons. The information will contain:

- Total minutes late in the previous week
- The lessons that the student was late for
- How long they were late for

For **anyone** who has been late more than 3 times within a week (irrelevant of how long they were late for):

- Set a 30-minute detention after school (day and rota to be decided by HOY, to involve each form tutor roughly once a half term).
- If this occurs again within a half term, email Removal and HOY for a 1-hour late detention C3L.

Heads of Year

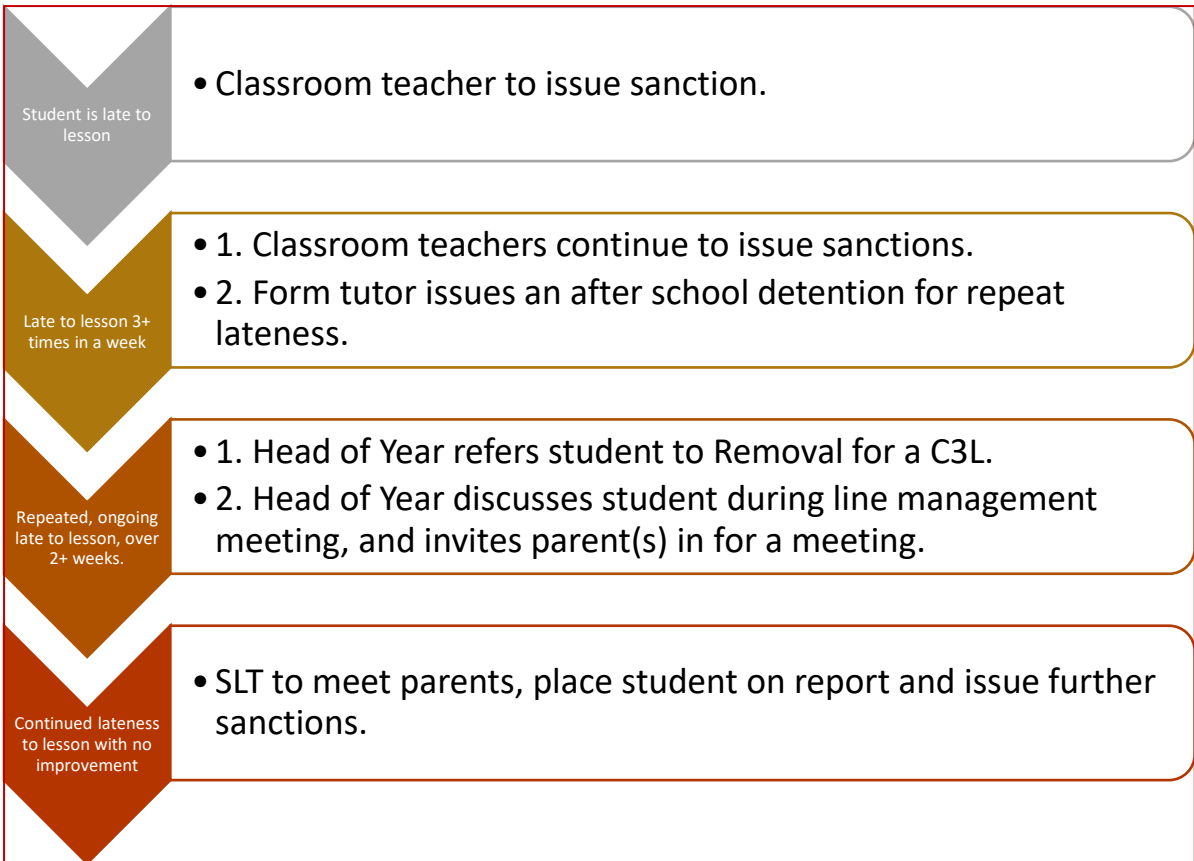
- During Wednesday briefing, discuss any students with repeat lateness. Possible 'late report' if required/will have impact.
- If two (or more) 1-hour late DTs are issued with a term, call a parent meeting to discuss (include the attendance officer if appropriate). The student will go onto Head of Year report for being persistently late.

SLT

- Persistent lates will be raised to Mrs Stier via fortnightly Head of Year meetings. Anyone raised and not improving will go onto a late report with a member of SLT.
- A parent meeting will be held to discuss the report and set actions moving forward.

Late beyond 10 minutes

- Beyond 10 minutes, an automatic C3 is issued for Truancy (unless a note is provided by a colleague). If a student arrives at school after 8:40am, they will be set directly to Removal, where an automatic C3 will be issued for Truancy.



Governing Body Approval

Name: _____

Signature: _____

Date: _____

Appendix 1 - First day contact guidance

First day contact is a widely used practice in schools and has been shown to improve attendance rates. The correct procedure at Le Rocquier School is as follows:

1. Parents/Carers to contact the school by 8.30am informing them of their child's absence.
2. As soon as registers close on SIMS, the attendance officers will check absentees against messages received.
3. For students for whom no message has been received, the attendance officers will attempt to make contact with the parent at the earliest opportunity.
4. When contact is made, the parent will be asked for the reason for absence. In the event that no proper reason is supplied, the parent will be informed that the absence will not be authorised.
5. In the event that a parent is unaware of their child's absence and believes their child should be in school, the school will check to make sure the child is absent and a mistake has not been made on the register. If after this, the child proves to be definitely missing, the school will then contact the police to report the child as missing.
6. In the case of minor ailments, the parent will be encouraged to send the child in with an assurance that school will keep a close eye on him/her. (NB – if there has been a spate of certain symptoms in the school or community, such minor illnesses may be treated as a valid reason for absence).
7. Where no contact is made, a message will be left asking the parent to contact the school. Where it is impossible to leave a message, the attendance officer will attempt to contact the next named contact.
8. Reasons for absence are put onto SIMS. Please notify the school each morning of any subsequent absences. (We reserve the right to request a doctor's/consultant's letter regarding recurring and frequent illness.)

Appendix 2 - Requesting leave of absence in special circumstances

Parents/carers **do not** have an automatic right to withdraw students from school. Nor do they have the right to take a child out of school for a holiday.

All requests by parents/carers for authorised absence will only be considered in very exceptional circumstances.

Absences may only be authorised if:

- the student was absent with leave (defined as 'leave granted' by the Head teacher)
- the student was ill or prevented from attending by any unavoidable cause
- the absence occurred on a day exclusively set aside for religious observance by the religious body to which the student, parent/carer belongs
- there is a family bereavement
- the student is attending an interview with either a prospective employer or in connection with an application for a place at another school or an institute of further higher education
- the student is attending approved work experience
- the student is participating in an approved public performance or sporting event
- a Year 11 student is granted study leave
- the student is involved in an exceptional special occasion (e.g. the graduation of an older sibling)
- leave of absence for a family holiday will normally be refused but may be granted under **very** exceptional circumstances. No holiday over 10 school days will be approved.

Should a parent/carer consider making an application to the Head teacher to authorise a holiday, a Leave of Absence Form must be completed and handed to the Attendance Officer who will assess whether the request is reasonable. If the Attendance Officer (on behalf of the Head Teacher) sanctions the holiday request he/she will sign the form and record the leave of absence on SIMS. Parents/carers will then be notified as to whether the leave of absence request has been granted. Parents/carers wishing to appeal against a decision by the Head teacher should do so in writing to the Governing Body of the school.

Where 'leave' is approved by the school, the absence is considered authorised and a date is set for the student to return. Any additional absence will be treated as unauthorised. A similar line will be taken where parents fail to apply for permission in advance or take the student away without permission.