



Attendance

POLICY

School Name

St. Andrew's Southgate

Updated

October 2025

Review Date

October 2026



Attendance Policy 2025

The staff and governors of St Andrew's School strongly believe that good attendance is imperative for a good education. Although excellent attendance is a strength, at St Andrew's it is essential that this is maintained. From the moment that a child joins St Andrew's School the parents are encouraged to ensure that attendance and punctuality are excellent.

Attendance monitoring

For your guidance the school considers attendance levels as follows:

- 98% - 100% = Excellent
- 97% - 98% = Good
- 95% - 96% = Average
- 92% - 94% = Below Average / Low
- 90% - 91% = Very Low
- Below 90% = Persistent Absentee school life.

Attendance awards

To encourage good punctuality, each week OTIS the Punctuality Bear will be awarded to the class with the fewest amount of lates.

St Andrew's Southgate seeks to promote the best possible attendance because it seeks to achieve the highest possible standards in all aspects of school life. There is a clear link between excellent attendance and attainment. Teachers will celebrate excellent attendance just as they celebrate other positive aspects of school life.

Roles and Responsibilities

Every member of staff has the responsibility to ensure that the children are happy in school and therefore keen to attend every day. Should this not be the case then support should be provided in a sensitive and co-operative way working with parents and carers.

Headteacher:

- Has overall responsibility for attendance.
- Ensures that parents understand how important good attendance and time-keeping is for their child's education.
- Monitors attendance and follows up any unexplained or persistent absence.
- Liaises with parents and outside agencies if persistent or unusual patterns of attendance emerge.
- Provides support for any children/families that are experiencing difficulties.
- Has the sole responsibility for authorising absences unless the deputy head teacher is covering in her absence.
- Sets targets for excellent attendance and reports on these to the governors, school improvement partner, local authority and department for education.
- Monitors requests for absence and absences caused by sickness.
- Liaises with the educational welfare officer (EWO) about any children causing concern.

Attendance Champion:

- Oversees the daily arrangements for the correct completion of registers and signing in of pupils who are late arriving for school.
- Manages the electronic system and data collection for absence.
- Monitors attendance and alerts the head teacher to any pupils causing concern or any persistent absentees.
- Ensures that reasons for absence are recorded and reported to the appropriate authorities.
- Informs teachers of absences via the registers unless in exceptional circumstances when it will be reported directly.
- Produces absence reports as and when require.
- Liaises with parents and outside agencies if persistent or unusual patterns of attendance emerge.
- Provides support for any children/families that are experiencing difficulties.
- Monitors requests for absence and absences caused by sickness and liaises with parents under the instruction of the head teacher.
- Works with the Educational Welfare Officer (EWO) to monitor attendance, report to the local authority and send parents updates.

Parents

- As part of the home-school agreement parents should ensure that their children have excellent attendance at school and are punctual.
- On the first day of absence parents should record the absence of their child via the school website 'report an absence'.
- Parents should continue to report their child's absence daily unless advised otherwise by the school.
- Holidays should not be taken in term time and parents should take every measure to avoid this. In very exceptional circumstances parents should make a written request to the head teacher who will then use her discretion in whether or not absence can be granted.
- Written permission should be sought from the head teacher as authorisation of any absence. This communication may be sent via the attendance champion.
- Parents of any Years 6 & 5 children who are walking to and from school on their own must complete a 'lone traveller form' and then the school will update their MIS system.

Governors

- Fulfil all statutory requirements for attendance.
- Appoint lead governor for attendance.
- Make regular reports on attendance, through the head teacher, to the governing body.
- Approve and update the attendance policy.
- Ensure that attendance targets are challenging.

School improvement advisor

- Sets targets for attendance and monitor during meetings with head teacher.
- Challenges the school if attendance falls.
- Monitors the impact of local authority support and intervention if relevant.

Education welfare service

- Supports the school with any issues that may arise with attendance.
- Follows up any cases of persistent absence where parents are not working with the school to meet expectations of attendance.
- Meets regularly with the administrative officer to ensure that any problems are identified and dealt with promptly and appropriately.
- Fulfils duty of care by safeguarding children in line with statutory regulation.
- Liaises with families should the need arise.

Procedures:

- The gate opens at 8.40am and all children should be on the school premises for the start of day at 8.50 am.
- The gate then closes at 8.55am and any latecomers should report to the school office and be signed in by a parent or carer.
- Parents are asked to complete the online google form located on the school website on the first day of absence.
- Children should not return for 48 hours after the cessation of diarrhoea and sickness.
- Absences for any other purpose than sickness or medical/ dental appointments must be authorised in writing or by e-mail by the head teacher or authorised staff. Proof of appointments will be requested.
- Staff will work closely and in a supportive manner with any family experiencing difficulties.
- Support will be provided for any child who is reluctant to come into school for any reason so that any concerns can be addressed sensitively and swiftly.
- Year 6 & 5 teachers should monitor the safe arrival of any children who walk to school on their own.



St Andrew's Southgate Primary School

WALKING TO AND FROM SCHOOL ALONE POLICY

There are no laws around age or distance of walking to school. A families' guide to the law states:

"There is no law prohibiting children from being out on their own at any age. It is a matter of judgement for parents to decide when children can play out on their own, walk to the shops or school."

Parents are legally obliged to ensure their children get to school and attend regularly, but this in itself does not disallow independent travel. However, as a school we are responsible for the welfare of our pupils and therefore have to consider what we believe is good practice in ensuring the safety of our pupils. We also have an obligation to alert relevant authorities should we believe a child's welfare is at risk.

Pupils in Foundation Stage or KS1

Our agreed school policy is that no pupil in Foundation Stage or Key Stage 1 should walk to or from school on his or her own or be left on their own on the school premises either before or after school. In addition, we will only hand over pupils to named adults or older siblings provided they are **13 years old** or above (however, if the professional judgement of the adult at school deems the older sibling not to be suitable, they will not hand the child over).

Pupils will not be handed over to other adults unless the school has been informed by the parent that they have made this arrangement. We also ask that you keep us informed of any changes in arrangements, preferably by letter. If someone turns up to collect your child and we have not been notified, the adult will have to wait until we have verified his or her identity. If no one turns up to collect a child in these year groups, they will be kept in school and parents contacted. If the child is not collected and we have failed to make contact with the child's carer, we will consult with family services. We will not allow older brothers or sisters in school to collect younger siblings.

Pupils in KS2 (Years 3, 4, 5 and 6)

While there is no set age when children are ready to walk to school or home on their own, we believe that pupils in Year 3 and 4 should be still brought to and collected from school and this is our school policy. Therefore, as regards pupils in Year 5 and 6, we believe that you as parents need to decide whether your child is ready for the responsibility of walking to and from school alone.

In deciding whether your child is ready to walk to school you should assess any risks associated with the route and your child's confidence. Work with your children to build up their independence while walking to school through route finding, road safety skills and general awareness. There are many ways you can prepare your child to make an independent journey. Children who are driven to school do not have the opportunity to develop road awareness and are therefore more vulnerable when they start to walk to school independently.

Teach your child to:

- Pay attention to traffic at all times when crossing the street; never become distracted.
- Always cross at the intersection where there are traffic lights; do not cross in the middle of the road. Alternatively, cross in a place where you can see clearly in all directions. Avoid parked cars or bends in the road.
- Look both ways before crossing; listen for traffic coming; cross while keeping an eye on traffic.
- Look out for cyclists.
- Remember that drivers may not see them, even if they can see the driver.
- Remember that it is hard to judge the speed of a car so be cautious.
- Never, ever, follow someone who is either a stranger or someone they know but is not a designated "safe" adult. Speak to your child about what they should do if this should ever happen.

When deciding whether your child is ready for this responsibility you might want to consider the following:

1. Do you trust them to walk straight home?
2. Do you trust them to behave sensibly when with a friend?
3. Are they road safety aware?
4. Would they know what to do if a stranger approaches them?
5. Would they have the confidence to refuse to do what a stranger asked?
6. Would they know the best action to take if a stranger tried to make them do something they did not want to do?
7. Would they know what to do if they needed help?
8. Would they know whom best to approach to get help?

If you are not confident about how your child would react then you should seriously consider whether you should allow them to walk on its own. If you decide that your child is ready for this responsibility, then you must inform the school in writing or by completing the lone walker form. Your child will be prevented from walking home unless this permission has been given in writing.

Your child will also be responsible for their behaviour whilst on the school premises either before or after school. Should their behaviour not be acceptable you will be asked to accompany them or collect them until they have proved they can be trusted again.

We will not allow children to walk home alone in the dark.

We will not allow children to walk home alone after an afterschool club.

Where children walk to, or walk home from school, alone, we would usually expect that a parent, or other responsible person, is at home when they leave or arrive. If the child will be leaving from, or returning to, an empty house, we would expect that this is only for a short period of time and that the child knows how, and can, access emergency adult support if needed.

IF AT ANY TIME YOU NEED TO CHANGE ARRANGEMENTS YOU HAVE MADE PLEASE ENSURE YOU LET US KNOW IN ADVANCE



St Andrew's Southgate Primary School

Lone Traveller Permission Form (Y5 & Y6 only)

Children in Years 5 and 6 are allowed to travel to / from school by themselves with permission from their parents / carers.

If you would like your child to travel to / from school without an accompanying adult, you must complete this form and return it to the school office.

I give permission for

Child's name _____ to travel to / from school without an accompanying adult.

I understand I am responsible to ensuring they have safe access to home on their arrival.

I am aware of the route they will take and have discussed safe travel with them.

I understand that the school can accept no responsibility for my child once they have left the school grounds.

MOBILE PHONES

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I give permission for my child to bring a mobile phone to school and understand that the phone is to be handed in to the office at morning registration where it will be retained for collection at the end of the day. Children are not permitted access to their phones during the school day.

I can be contacted on _____ if there are any concerns.

Signed _____ Date _____

Name _____

Relationship to child _____