



Day-to-Day Processes for Managing Attendance at St Luke's.

School gates open at 8:30am. Nursery Children enter via the Nursery Gate. Reception to Year 6 Children enter via the main school gate. Reception children & children handing in mobile phones to the school office enter school through the front door. All other children enter school through the playground. Children come into school, unpack their bags and take part in "early work" activities. **The gates close at 8:45am.**

Late to school

- Registration starts at 8.45am and finishes at 8.55am.
- If a child arrives between 8.30am and 8.55am they will be marked as present.
- From 8.55am children arriving are required to be signed into the school via the school office and are recorded as being late (L).
- Children arriving after 9am are recorded as arriving after the registers have closed (U).
- The school will monitor late marks for individual children and will contact and support Parents/Carers in ensuring that the child arrives to school on time.
- If a child is late due to doctors/medical appointment, Parents/Carers should make the school aware of this.

Absence reporting, first day calling & safeguarding

- If your child is going to be absent from school, it is vital that you inform the school by calling the school office
- as early as possible (before 9.30am) to let the school know your child will not be in school – 01534 730657.
- This needs to be done every day of absence (unless your child is admitted to hospital, or has a long-term illness-related absence for a period of time – in this instance you do not need to ring every day).
- If your child is not in school and we have not had a phone call by 9.30am, the school will contact you to find out why your child is not in school.
- Where no contact is made the school will try to make contact through other contact numbers held.
- Where there continues to be a lack of contact voice messages, e-mails and home visits from the allocated Education Welfare Officer (EWO) will be conducted.
- Where there are ongoing concerns, safe and well checks will be conducted by the EWO/police.

Late collection at the end of the school day or after school events

- The school day ends at 3pm and children should be collected on time. Parents/carers will be given 10 minutes grace at the end of the school day to collect their child/children. After this time, children will be taken to the main school office for collection.
- When children are collected from the main school office, this will be recorded as making a late collection.
- We accept that on rare occasions a parent/carer may be late to collect their child due to unforeseen circumstances. When these times occur, it is expected that parents/carers would inform the school by calling the school office.



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- It is not the duty of the school to provide childcare after the end of the school day and where late collection is a regular occurrence, records will be maintained by the school, concerns discussed, and if the Freedom Activity Club (After school provision) is used their hourly charges will be applied (this will take place repeated recorded late collections).

Leave of Absence Request

- All parents/carers must complete a 'Leave of Absence' form, in advance of any known and planned leave before the intention take their child out of school. This can be done by completing and returning a 'leave of absence' form or using the online form via the school website.
- Leave of absence requests can only be made by the parent/carer with parental rights. It is an expectation of St Luke's school that a leave of absence shall not be granted in term time unless there are exceptional circumstances.
- St Luke's school encourage parents to make appointments out of school hours. Where this is not possible, they should get the school's agreement in advance and the pupil should only be out of school for the minimum amount of time necessary for the appointment.
- When a child has had continuous sessions of holiday unauthorised absence the school has a duty to make a referral to the Education Welfare Officer (EWO).

Roles and Responsibilities

Improving attendance is everyone's responsibility. The barriers to accessing education are wide and complex, both within and beyond school, and are often specific to individual pupils and families. Good attendance begins with school being somewhere pupils want to be and therefore the foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils are keen and ready to learn.

Parents/carers: Where Parents/carers decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

Parents play a crucial role in supporting attendance. Their involvement and commitment to their child's education can have a significant impact on attendance rates.

- **Establish a Routine:** Parents should establish a daily routine that includes regular school attendance. Consistency in bedtime routines, waking up, getting ready for school, and arriving on time helps children develop good attendance habits.
- **Communicate with the School:** Establish open lines of communication with the school. Inform the school promptly if your child is going to be absent due to illness or other reasons. This helps the school keep accurate attendance records.
- **Ensure a Healthy Lifestyle:** Promote good health practices, including proper nutrition, regular exercise, and adequate sleep. A healthy child is less likely to miss school due to illness.



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- **Positive Attitude Towards Education:** Encourage a positive attitude towards education. Discuss the value of school and the opportunities it provides for the child's future.
- **Set Expectations:** Clearly communicate your expectations about attendance to your child. Emphasise the importance of attending school regularly and on time.
- **Be Involved in Homework:** Support your child's learning by showing interest in their homework and school assignments. Provide a quiet, conducive space for homework.
- **Attend Parent-Teacher Meetings:** Participate in Parent-teacher meetings. These provide an opportunity to discuss your child's progress and address any attendance or academic concerns.
- **Monitor Progress:** Keep track of your child's progress and attendance. Be aware of any sudden changes in attendance patterns that may signal underlying issues.
- **Address Bullying or Safety Concerns:** If your child is experiencing bullying or safety concerns at school, take the issue seriously. Communicate with the school to ensure a safe and supportive environment.
- **Promote a Love for Learning:** Encourage curiosity and a love for learning. Explore educational activities and resources outside of school to spark your child's interest in different subjects.
- **Lead by Example:** Demonstrate the importance of commitment and responsibility by being punctual and dependable in your own daily activities.
- **Stay Informed:** Stay informed about school policies and attendance guidelines. Understand the consequences of excessive absenteeism.
- **Seek Support if Needed:** If your child is facing challenges that affect attendance, such as health issues or academic struggles, seek support from the school, healthcare professionals, or relevant agencies.
- **Encourage Peer Relationships:** Encourage your child to form positive relationships with peers. Friendships can make school a more enjoyable and supportive environment.
- **Celebrate Achievements:** Celebrate your child's achievements and milestones at school. Recognize their efforts and successes to boost their self-esteem and motivation.
- **Collaborate with the School:** Work collaboratively with the school to address any attendance issues. Explore support services or interventions if necessary.

Safeguarding Children and Attendance at St Luke's

Safeguarding the interests of each child is everyone's responsibility and within the context of this school, we will adhere to "Jersey Keeping Children Safe in Education" (2025), the School's Child Protection and Safeguarding Policy and

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- Taking action to enable all children to have the best life chances;
- Detecting early support through Early Help Assessment and engaging in multi-agency working.



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Failing to attend school on a regular basis will be considered as a safeguarding matter and could be viewed as educational neglect. All staff are trained and made aware of possible reasons for extended absence from school. To facilitate effective multi-agency working, schools are expected to inform a pupil's social worker and/or youth offending team worker if there are unexplained absences from school.

We closely monitor attendance, absence and exclusions and our designated safeguarding lead will take appropriate action including notifying the Children and Families Hub, investigating unexplained absence particularly where children go missing on repeated occasions and/or are missing for periods during the school day. Schools have a safeguarding duty in respect of their children, and as part of this should investigate any unexplained absences. Further information about schools' safeguarding responsibilities can be found in the Jersey Keeping Children Safe in Education statutory guidance 2025.