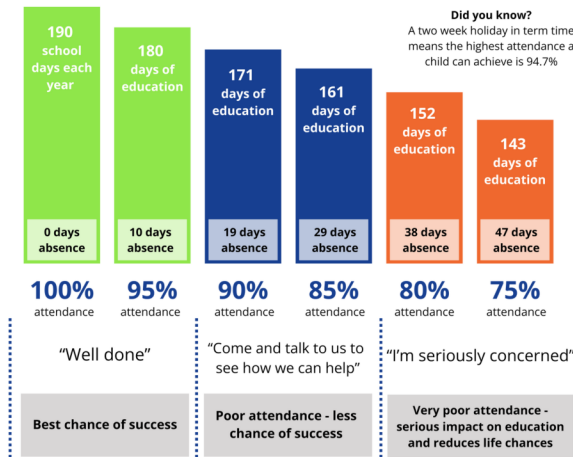




Getting the most out of school



Children should be at school and ready for the start of day at **08:45am**.

Our school day finishes at **3:15pm**.



Talk to us if your child is having difficulties coming to school.

Please phone the school by 8.30am on the first morning of absence and each morning after that.

This helps us keep your child safe. If we are not satisfied with the reason for absence, we may not authorise the absence. If your child has more than 10 unauthorised absences in any week period we may issue a fixed penalty notice warning and alert the local authority.



Contact us:



01747 824446



office@stmarygillingham.dorset.sch.uk

Attendance Champion: Mrs Jen Williamson



St Mary the Virgin
CE PRIMARY SCHOOL



Attendance Guidance



Help your child attend today to achieve tomorrow:

Our school welcomes your child. We are excited to get started on this year's lessons and activities.

If your child is registered at our school, it is our responsibility to work with you and your family to ensure regular school attendance. Good attendance is linked to better life chances in the future. In our school we have a member of senior leadership who leads on attendance as well as your child's class teacher and our family support worker/attendance officer who are always happy to talk.

In the event of your child being absent, to support attendance we may:

- Make daily contact with you to seek information on your child's well-being and reason for absence
- Visit you at home as part of our safeguarding responsibility
- Meet with you and your child to find agreed solutions to any barriers in attending
- Make reasonable adjustments to help your child attend
- Work with you to make a plan to include your child's voice in helping them attend
- Seek outside agency help as needed
- Keep records of any absence and reasons for absence
- Inform the local authority if needed

Guidelines



For those children with attendance below 95%, we will arrange a half termly appointment to discuss ways we can support improvement.

What we can do to help:

- Using a **first day calling** mechanism to make daily contact with the parents/carers of any child not attending school and seeking information on each pupil's well-being and reason for absence.
- **Regularly visiting the home addresses** of pupils who are not attending school in order to see the child/YP to ensure their welfare and uphold safeguarding responsibilities.
- **Meeting with the pupil, parents/carers** and most relevant school staff to identify the barriers to education and provide support to find agreed solutions, for example, through completing an Early Help assessment, supporting the children with medical difficulties or graduated response models.
- Making **reasonable adjustments** to assist improved attendance.
- Having a robust **action plan** in place, drawn up collectively and agreed by all parties, capturing the child or young person voice.
- Seeking external **multi agency support** where required.
- Adhering to the **legal guidance** by reporting into the LA any pupils who are on part time timetables, or who are regularly absent from school, have irregular attendance, or have missed 16 school days or more without the school's permission.
- **Escalating any extreme cases** whereby robust casework and substantially evidenced multi agency support has continually failed to secure regular attendance, into the LA for legal considerations.