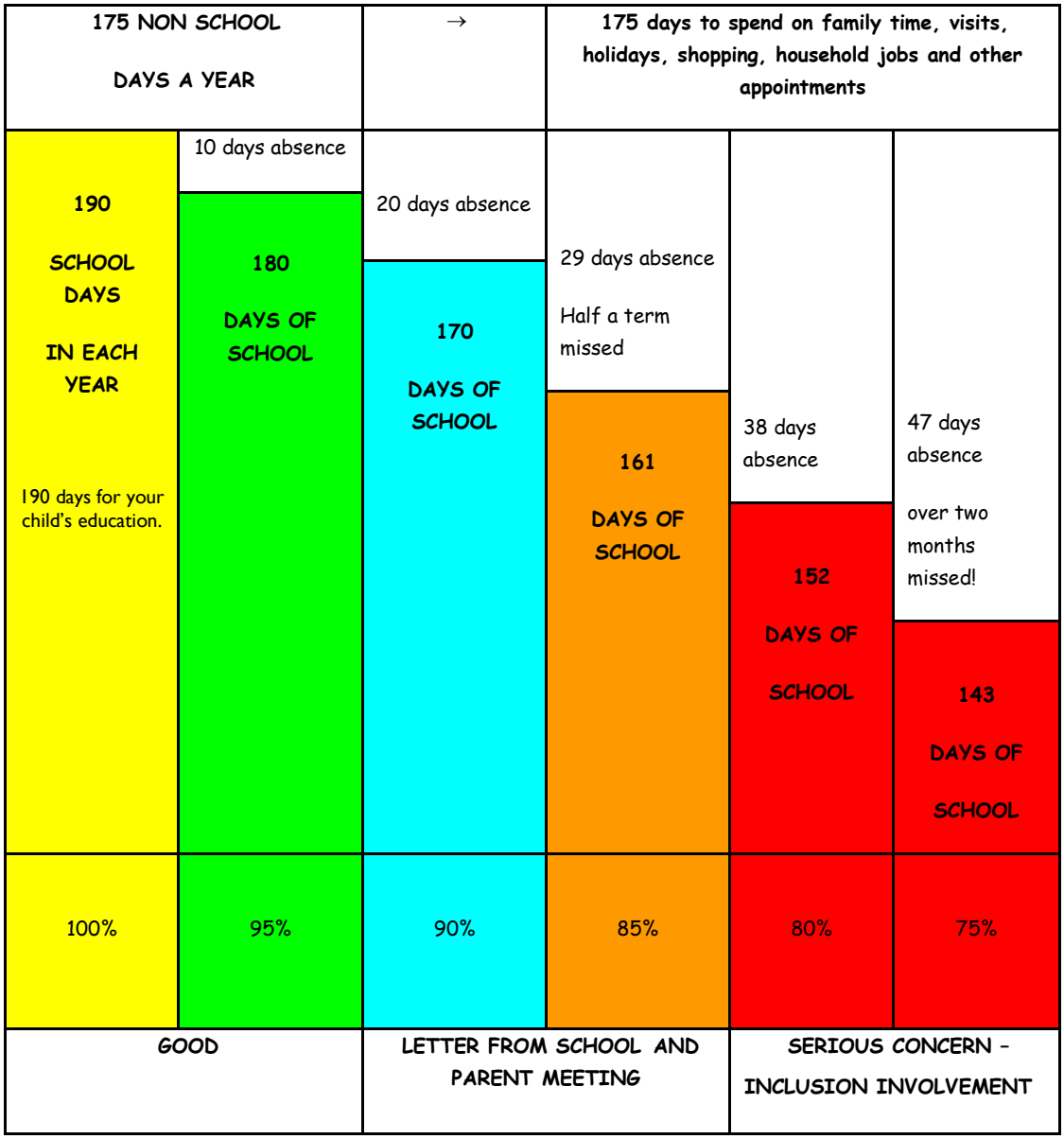
School Attendance at St Paul's

The school staff and governors of St Paul's, alongside Surrey, believe that it is essential for all pupils to attend school every day and avoid any absence. Regular attendance promotes pupils' well-being and gives them the best chance of learning and reaching their potential. The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure. All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

Any loss of time at school can adversely affect a child's attainment and all pupils benefit from regular school attendance. This simple chart clearly shows what our expectations are:



What we expect our families to do:

- Ensure regular school attendance and be aware of their legal responsibilities;

- Ensure that the child/children in their care arrive at school each day on time and properly prepared for the school day;

- Contact the school whenever the child/children is/are unable to attend school, on the first day of his/her/their absence by either calling the office or emailing info@stpauls-thamesditton.surrey.sch.uk
- When appointments during school hours are unavoidable, the school office should be notified in advance in writing. Evidence of the appointment will be requested. Parents are asked to remove the child only for the duration of the appointment.

- Contact the school promptly whenever any problem occurs that may keep the child away from school.

Our school office staff will:

- Keep regular and accurate records of attendance for all pupils
- Contact parents as soon as possible on the first day of absence where no message has been received to explain the absence. Follow up all unexplained absences to obtain notes giving a reason for the absence and the likely date of return;
- Emphasise the importance of good attendance and take positive steps to encourage it;
- Provide a welcoming atmosphere for children;
- Provide a safe learning environment;
- Provide a sympathetic response to any pupil's concerns;
- Refer irregular or concerning patterns of attendance to the Inclusion Officer;

Holidays

The school holiday dates are published a year in advance and we strongly advise parents/carers to book their family holidays during the school holidays.

Headteachers are no longer allowed to authorise absence except for exceptional circumstances which are prescribed for heads to enforce.

Our School encourages regular attendance in the following ways:

- By marking registers accurately and punctually.
- By publishing and displaying attendance statistics;
- By monitoring pupils, informing parents/carers in writing of irregular attendance, arranging meetings with them if necessary and referring the family to the Inclusion Officer if the irregular attendance continues.

Punctuality:

Pupils may come into school from 8.45am and the school day starts promptly at 9.00 a.m. If a child arrives at school after 9.00 a.m. without prior arrangements having been agreed, he/she will be marked late. Registers close at 9.15 a.m. and arrival at school after this time, without prior approval or extenuating circumstances, will be recorded as an unauthorised absence.

Every Minute Counts

If you arrive late to school everyday your learning begins to suffer. Below is a graph showing how being late to school everyday over a school year adds up to lost learning time.

(Over one accademic year)