

Helvetia House School

Attendance Policy

UNCRC Article 19: Children should not be harmed and be kept safe.

UNCRC Article 28: Children have the right to learn and go to school.

This policy aims to:

- Describe our procedures and processes relating to school attendance, punctuality and welfare of all pupils on roll.
- Set out the arrangements that are in place to enable pupils to fully benefit from the educational opportunities available by maximising attendance and punctuality, and in addition to support families to fulfil their statutory obligations.

Responsibilities:

It is the responsibility of the head teacher to ensure that all staff tasked with recording pupils' attendance are made fully aware of the legal requirements placed upon them regarding these procedures. The Headteacher has overall responsibility for attendance and welfare, although this is delegated to the class teachers. We comply with the Discrimination (Jersey) Law 2013. It is the responsibility of the school to record and monitor attendance, punctuality and the general welfare of the pupils.

We take attendance very seriously and actively monitor attendance with a view to improving it.

The headteacher and staff regularly take time to chat with the girls to build trust and listen to concerns. The buddy system of younger and older girls builds relationships and helps to identify any worries or concerns the girls may have and then possibly lead to non-attendance at school. PSHE lessons are times where the girls can confide and share any worries or concerns in addition to any other things that cause anxiety.

We:

- Encourage, promote and maintain positive individual pupil attendance and punctuality by creating high aspirations and developing a whole-school culture that promotes high attendance.
- Implement strategies and initiatives to improve 'whole school' attendance by following the wellbeing obligations under Children and Young People (Jersey) Law 2022.
- Ensure that registers are accurate and up to date.
- Monitor and promote the welfare of every child and young person. We deal with any concerns around not wanting to attend school due to bullying, anxiety or friendship or learning issues.
- Regularly monitor registers to identify any pupils with attendance and/or punctuality concerns.
- Ensure that all appropriate information and records are available to the Education Welfare Officer (EWO) as part of a school's request for Education Welfare Service (EWS) involvement.
- Communicate information about attendance and punctuality to parents/carers and pupils, including holidays in term-time.

- Collate and utilise attendance data effectively.
- Recognise the importance of early intervention, including first day response in contacting parents/carers.
- Ensure that children and young people with chronic/long term illness are supported in accessing their learning needs.
- Build strong relationships with families which helps us understand and remove barriers to attendance.
- Have a range of strategies in place to deal with absenteeism, lateness.
- Have a clear hierarchy of sanctions.

Attendance and Punctuality

Our average attendance is 96% and this is the level of attendance we expect from our pupils. We categorise and respond to attendance as follows:

- 96%+ Good Attendance. Verbal Praise. No action.
- 94-95% Average attendance. Informal monitoring, informal action
- 90-93% Low attendance. Discuss with EWO. Consider Attendance Plan or further action.
- Below 90% Concerning attendance categorised as 'persistent absence'.

Cumulative actions to support good attendance:

1. Class teacher discussion with parents
2. Headteacher to discuss with parents
3. Letter to parents from Headteacher.
4. Weekly monitoring by school.

As soon as improvements are made, reduced levels of action are taken.

Punctuality

Children can arrive at school from 8:15 am and can enter the playground at this time. Children need to be in class ready for registration by 8.45 am.

After 9.00am, they are marked as 'L' meaning late after close of registers.

We monitor punctuality closely. Children arriving at school late are monitored and where patterns of lateness or regular lateness occur the following actions occur:

Cumulative actions to support good punctuality:

1. Class teacher discussion with parents
2. Headteacher discussion with parents
3. Letter to parents from Head teacher. Weekly monitoring by school.

As soon as improvements are made, reduced levels of action are taken. We make every effort to engage with parents/carers over attendance.

Attendance Procedures and Recording Attendance and Punctuality

The following procedures underpin the principles in this Policy and generate good practice in matters concerning attendance and punctuality.

Attendance Registers

Attendance registers are legal documents, and particular attention should be paid to accuracy. It is the role of the class teacher to ensure these are completed accurately. Incomplete registers are not acceptable.

Registration- Staff and pupils should be aware that registration is a key part of the school day. Attendance registers must be called twice daily, at the start of the morning session and once during the afternoon.

Pupils must be marked as:

- Present.
- Engaged in approved educational activity off site.
- Absent. Absences should be authorised by way of written or verbal communication with the parent/carer. Parents are required to telephone the school before 8:45 am and explain why they will be absent. If a child is absent for more than one day, communication is made with the school on the first day, parents might not need to phone on subsequent days. The appropriate code should be entered into the register.

If the school does not receive a phone call, the school admin will contact parents/carers directly.

Punctuality

We actively discourage late arrivals due to the disruption this causes not only to the individual but also to the remainder of the class. Patterns of lateness can develop into non-school attendance if left unchallenged. We are flexible where local conditions such as weather or local transport have an adverse effect on pupils arriving on time. We have a consistent approach to lateness so as not to differentiate between classes/form groups and siblings.

Pupils who arrive

- Up to 20 minutes after the registration has closed should be marked as late (L). Pupils who miss part of a session as a result of a medical appointment can be marked as present. A whole session missed would be recorded as a medical absence (M). The school must have prior notification of such appointment and be recorded in the register or in the child's file. Schools are not obliged to accept reasons for absences or late arrivals at school. Should any doubts remain after investigations have been made the absence could then be recorded as unauthorised and in the cases of late arrivals the appropriate code will be applied.

Children Missing from Education

Please refer to the Government of Jersey Schools ([School Attendance Policy for Pupils of Compulsory School Age 20250728PS.pdf](#)) Parents/carers are required by law to ensure that all children of compulsory school age (aged 5 to 16) receive a full time education either by registering a child at a school or be arranging an alternative to school in line with the Education Department's Policy. These responsibilities extend beyond

ensuring regular attendance and punctuality, it requires parents/carers to make certain that each child arrives at school on time, appropriately dressed with the correct equipment and prepared for learning.

Parents/carers can support their child/ren by keeping requests for absence to a minimum. It should not be automatically assumed that schools will agree to absence requests.

Nor should unjustified absences from school be condoned. If a student is unable to attend school for whatever reason, parents/carers are responsible for notifying the school on the first day of absence and keeping the school updated on subsequent days.

Parents/carers should work in partnership with schools in all matters concerning their child/ren's education by actively supporting school policies on attendance, punctuality, behaviour and homework.

Parents/carers should avoid taking their child/ren out of school for holidays during term time. Such absences can seriously disrupt continuity of learning. It is at the discretion of the Head teacher to grant leave, only in exceptional cases.

Leave of Absence

Helvetia House School does not, at any time, support leave during term time, however, in exceptional circumstances the head teacher has the discretionary power to grant leave in accordance with the Department for CYPES Attendance Policy.

If parents are forced to take their child out of school during term-time they must request leave of absence by completing an 'Authorised Absence Request Form' via the school's website <https://helvetia.org.uk/wp-content/uploads/2024/05/Application-for-leave.pdf>

Parents do not have the automatic right to withdraw their child/ren from school for a holiday and must request permission in advance from the Head teacher. Furthermore, parents must make a strong case to justify taking pupils out of school during term time as the absence can seriously disrupt continuity of learning. It is expected that parents will support their child's education by arranging holidays to coincide with school holidays. Teachers will not provide work for holidays in term time.

Where a pupil is absent for longer than the agreed time, she should be marked as taking unauthorised holidays.

Attendance Data

Attendance data will be collated centrally by the school office at the end of each half term.

All information will form part of our self-evaluation. This information will provide:

- The number of pupils attending.
- The number of authorised/unauthorised absences.
- The number of absent days broken down into year group.
- Pupils with a diagnosed significant illness impacting on their attendance.

Mrs Lindsey Woodward Headteacher

Dated 1st September 2025 Date for review 1st September 2027