Janvrin School

Attendance Policy

Reviewed May 2026

Purpose of the Policy

Attendance and Punctuality are a high priority for staff and families at Janvrin School. It is celebrated termly and children with consistent, high or improving levels of attendance and punctuality are recognised and celebrated.

It is essential and statutory that children attend school each day within the term time dates set by the Government.

Attending school each day (and on time) provides continuity in learning, consistency, encourages progress and self-confidence and provides children opportunities to grow and thrive both socially and academically.

In order for this to occur it is important that staff and parents/carers work together and support each other in this aim of daily, punctual attendance for the children.

It is understood that that attendance at school is not always viable due to illness; school closures; emergency, unexpected events etc. so the need for clear and reliable communication between both school and home is essential in understanding the context of any absence.

Not knowing why a child is away from school (or is regularly away from school) is a serious safeguarding concern and one that will always be followed up promptly and doggedly by school staff with parents and carers directly.
Lack of clarification around an absence can lead to other agency involvement where appropriate.

Where good levels of attendance and punctuality are not evident for a child the school and its staff will seek and encourage parents, carers and other known adults to engage with staff so we can better understand the circumstances that is causing these absences.

Through this, it is always our aim to support and understand the families and their contexts for the benefit of the child.

School Procedures:

Children and families can arrive on the school site from 8.15.

Children in Years 5 and 6 may be unaccompanied by an adult and SLT monitor and supervise children between 8.15-8.30 each day.

Concerns are raised by staff where children arrive at school much earlier that 8.15 and parents/carers will be contacted about this to understand the circumstances around their unsupervised access to school.
Where this continues to be a concern the school will then agree with families further actions and support.

The main gates and doors to the school site will be opened at 8.30: this includes the main gate to the Astro Field, the access to Y3 through the Staff car park area, and the small playground are outside Years 4-5-6.
Children and families do not enter the school through the main office door although parents and families can come to this entrance for information, communication and help whenever needed.

For safeguarding reasons, parents and families are not brought into the main interior of the building and corridors unless by appointment and with the accompaniment of a member of staff.

Nursery and Reception children are collected from the class areas at 2.45.
KS1 and KS2 children finish school at 3.00 and will be collected from the outside of their classrooms.

If children need to be collected early from school (medical appointment etc) then the staff in the main office need to be informed of this (appointment letters may be requested by staff) and the child will be collected by the parent from the main office entrance.

Registration:

By law, all schools are required to keep an attendance register, and all pupils must be placed on this register. The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances.

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment.

The register for the first session will be taken at 8.45am and will be kept open until 9.00am.
The register for the second session will be taken at 1.00pm and will be kept open until 1.10pm.

Unplanned Absences

Parents/carers must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 8.45am or as soon as practically possible.

Parents/carers can either telephone the school and leave a message on the answering machine or they can email the school on admin@janvrin.sch.je.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the school may ask parents/carers to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents/carers will be notified of this in advance.

Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences. However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. Parents/carers should notify the school office in advance of appointments Applications for other types of absence in term time must also be made in advance.

Lateness and punctuality/concerning levels of absence:

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.
A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

Those students with persistent lateness (or absence), will be contacted directly by the class teacher. This will be an informal, initial meeting to highlight the concern to the parent and better understand the context around this concern.

If lateness persists then the concern will be passed on to the Pastoral Team for direct contact and meeting with the parent.

This will be supported by a letter from school clarifying the concerns and any agreements made. If the issues continue then the parent/care and pastoral team will meet again to construct and 'Attendance Plan' (see appendix).

A formal review of the attendance plan and its impact will be undertaken over a 3-week period. If this is successful, then parents/carers will be contacted and thanked for their support. If the situation still causes a concern, then a possible referral will be made by the Pastoral Team to EWS.

Levels of attendance:

The school accepts that an average attendance level for any pupil should be at 96% or above as this takes into account what may be perceived as 'normal' illnesses and health/medical issues which could cause an absence throughout the year.

The level of attendance for each term is recorded on the child's termly report to parents/carers as well as the overall annual attendance at the end of the year.

Below 85%	85%-89%	90%-94%	95%-99%	100%

Serious concern	Concern	Low-Fair	Good-Very Good	Excellent

Authorised and Unauthorised absences:

Authorisation for any term-time absences can only be done with the approval of the Headteacher (or the Assistant Heads in his absence).
Any absence during term time can only be for 'exceptional circumstances. This does not include family holidays or weddings. It does include:

- Observance of religious events;
- Attendance for passport/Visa administration
- Funerals
- Unexpected delays/changes due to travel arrangements

The decision is totally discretionary and circumstances that will be considered as part of any request will be:

- Good-excellent school attendance by the child
- Good progress throughout the year by the child
- The brevity of the absence (e.g. 1 day)
- Lack of adult supervision for the child where the adult needs to leave the island.
- No previous requests for holidays in term time
- No unauthorised absences
- Parents/carers committed to support the child's learning during the absence.

Monitoring attendance and Punctuality:

Children's attendance and punctuality is recorded on SIMs.
Main office staff and members of the Pastoral and SLT teams will monitor this regularly, with reports being run from SIMs for review.

However, it is the class teachers who have the daily, visual awareness of any on-going punctuality and attendance concerns, so it is vital that class teachers report any and all concerns to SLT, the Main office of the DSL's as a priority.

Children who are vulnerable or known to have issues with attendance and punctuality e.g. CP; LAC; CIN; family support; will be reviewed on a daily basis.
Any absences or lateness for these children will be reported to the DSL immediately for further clarification and communication.

The Pastoral team, DSL and main office staff will review the SIMs reports on a 3-week basis and record and monitor progress against attendance plans, parent/care meetings, class teacher reports and feedback.

Improvements in A&P will be tracked and monitored and parents/cares informed of this progress or of continued concerns.

Persistent high-level concerns will lead to a referral to EWS and/or the HUB.

Emotionally Based Non-Attendance (EBNA):
It is important to distinguish between non-school attendance and EBNA. The latter is an emotionally based need and challenge and will involve a number of interventions and support from a number of agencies (primarily EWS). The process of re-integrating a child back to school regularly through this process can take some time and flexibility with expectations for the child in attending school. However, the aim is always to ensure that they securely and positively attend school full time.

Staff and Visitor Registration:

It is an important safeguarding focus that we know who is in the school building at all times.

All staff will sign in and out at the main on the iPad register when they arrive and leave school each day. This includes leaving school for meetings, lunch or other events.

All visitors will also sign in and out for the same reasons. Visitors will be provided with a lanyard to authorise and verify their access to the school building.

Lone workers: (please see separate policy).

Staff absences:
Staff attendance is crucial to the efficient and effective running of the school and the learning and support of the children.
Each absence creates a significant task to ensure adequate and appropriate cover of established roles and responsibilities each day.
Therefore, it is essential that all absences are communicated in a timely and clear way and as early as possible.

Sudden illness:
Staff must phone one of the senior leaders and Business Manager as soon as they have decided they are not fit to come into work. This can be done from 6.45 and must not be later than 7.45.

Staff are responsible for keeping SLT informed of their availability for work following this notification and should contact the school again before the end of the day to indicate, if possible, when their return to work will be.

Any illness requiring 3 consecutive days absence will require a medical certificate signed by a GP and this will need to be brought to the main office ASAP.

If there are non-consecutive days of absence but with absences relating to the same illness over 3 days this will also need a medical certificate.

Medical and hospital appointments:
Staff are encouraged not to make appointments in school/curriculum time for minor procedures or checks. Staff should seek for appointment times closer to the end f the school day or at weekends/holidays.

However, this isn't always feasible, and the school will look at each request individually before authorising absence.

All hospital appointments and emergency procedures will be respected, and staff will not be asked to re-arrange appointment times for these where they occur.

Back to work meetings:
All staff who have been absent will be met by a member of SLT on their return to school. The purpose of the meeting is to ensure the staff member is fit and healthy enough for work and also to identify where the school can support if needed.

Where an absence has been for a minor condition (a cold etc) then the meeting will be short and informal.

If the absence represents a serious or on-going health issue, then a more formal meeting time will be made between the SLT member and member of staff to discuss and review the health issues, future concerns and any interventions for support. This may result in a referral to AXA if appropriate and agreed by the member of staff.

Monitoring staff absences:
SLT will review staff absences across each term and highlight any concerns they may have that reflect on the health and wellbeing of a member of staff.
A formal meeting will be held where this concern persists with the staff member, so they are aware of the SLT concerns around their attendance.

As a result of this it an 'Attendance Plan' may be drawn up with the staff member with their agreement and SLT will seek all options for support of their colleague in improving their attendance and/or health and medical issues.

Further Information:

P School Attendance Policy for Pupils of Compulsory School Age 20250728PS.pdf

School attendance and absence

Appendix 1: attendance plan

Janvrin School Attendance Plan:

Date of Plan:	
Name of Child:	

DOB/Year group:	

Parent/Carers:	
Address:	
Contacts:	

Issues/Context:	
Agreed Plan:	
Review Date:	
Outcome of Review	

Signed:

Parent/Carer:

Pupil (where appropriate):
Head teacher: Appendix 2


Back to work record.doc

Appendix 3


Absence notification Record.x