ST GEORGE'S INFANT SCHOOL & PRESCHOOL

ATTENDANCE STRATEGY 2026–27

Every day matters • Every child matters • Working together to remove barriers

■ OUR SHARED AIM

■ EVERY DAY • ■ ON TIME • ■ READY TO LEARN

PARENTS & CARERS — THE 5 THINGS WE NEED YOU TO KNOW

1. COME EVERY DAY

- Children should attend every day the schoolis open unless absence is unavoidable.
- Regular attendance supports learning,wellbeing, safeguarding and opportunity.

2. ARRIVE BY 8:30

- The school day starts at 8:30am.
- After 8:30am, come through the SchoolOffice, sign in and give the reason for lateness.
- Lateness is monitored.

3. IF YOUR CHILD IS ILL

- Contact school before 8.15am on the firstday.
- Contact school before 8.15am on everyfurther day of absence.
- Provide medical evidence if requested.

4. HOLIDAYS & LEAVE

- Term-time leave is not an entitlement.
- Leave can only be authorised by the Headteacher for exceptional circumstances.
- No term-time leave is considered inSeptember.

5. TALK TO US EARLY

- If attendance is becoming difficult, speak tous.
- We will work with families to understandbarriers and may create a personalised support plan.

■ GOOD ATTENDANCE	■ ATTENDANCE BELOW 95%	■ PERSISTENT ABSENCE
Keep it going! Regular attendance and punctuality are celebrated.	School will contact parents/carers and monitor attendance. We will work with you to understand what is happening.	10% or more absence across the year. This can be authorised or unauthorised and requires focused support.

OUR PROMISE TO FAMILIES

We will listen. We will seek to understand barriers. **We will support.** We may use personalised plans and signpost to appropriate services. **We will monitor.** Attendance and reasons for absence are monitored carefully.	**We will act.** If attendance does not improve, the school may involve the Local Authority and formal sanctions may follow. **We will keep children at the centre.** Attendance connects directly with learning, safeguarding and wellbeing.

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STAFF ATTENDANCE RESPONSE PATHWAY

A consistent, supportive and graduated approach

1■■ NOTICE	2■■ UNDERSTAND	3■■ SUPPORT	4■■ MONITOR	5■■ ESCALATE
Daily Register accurately. Follow up unexplained absence.	**Early conversation** Explore illness, anxiety, SEND, family circumstances, transport, routines or other barriers.	**Remove barriers** Agree practical actions. Consider reasonable adjustments and external support where appropriate.	**Use the data** Track attendance, punctuality and reasons. Review impact of support.	**Act when needed** Headteacher meeting, personalised plan, signposting, or Local Authority referral/sanctions where appropriate.

WHAT STAFF DO — EVERY DAY

REGISTER

- Take registers accurately and promptly.
- Record reasons for absence consistently.
- Flag unexplained absence for officefollow-up.

PUNCTUALITY

- 8:30am is the start of the school day.
- Late arrivals after 8:30 come through theoffice and are signed in.
- Celebrate good punctuality and identifypersistent lateness.

RELATIONSHIPS

- Use a welcoming, non-judgementalapproach.
- Talk to children and families about barriers.
- Remember: attendance, safeguarding,wellbeing and attainment are connected.

ATTENDANCE DATA — USE IT TO IDENTIFY, SUPPORT & EVALUATE

Whole school	Groups	Individu
Look at overall attendance, persistent absence and punctuality.	Identify pupils/groups whose attendance needs improvement, including vulnerable pupils and pupils with additional barriers.	Track patterns, reasons, interventions an

THE MESSAGE WE ALL USE

“We want your child in school every day because every day of learning matters. If something is making attendance difficult, work with you to
understand the barrier and find the right support.”

Based on St George’s Infant and Preschool Attendance Policy • Policy review: November 2026 • Headteacher: Miss V Harjette