St Cyprian's Greek Orthodox Primary Academy

ΠΑΝΤΑ ΙΣΧΥΩ ΕΝ ΤΩ ΕΝΔΥΝΑΜΟΥΝΤΙ ΜΕ ΧΡΙΣΤΩ ΙΝΑ ΑΡΙΣΤΕΥΩ

I AM STRONG THROUGH JESUS CHRIST

TO THE BEST THAT I CAN BE

Attendance Policy

Revised: July 2026

Reviewed and ratified by Full Academy

Trust:

Date: 16.7.26

Signed: A. Christou

Name: AREDI CHRISTOU

Position:

Date of next review: July 2028

Our Mission Statement:

'The aim of St Cyprian's Greek Orthodox Primary Academy is to provide its children with primary education of the highest quality in a supportive learning environment through the National Curriculum in the core subjects, enriched by the progressive teaching of the Greek language and Christian Orthodox religion.

The children will be equipped with the knowledge, skills and spirituality to enable them to achieve their full potential and prepare them for transition to secondary education and to contribute positively to the challenges of a diverse multicultural society.'

The term 'parents' in this policy also refers to carers.

At St Cyprian's we believe that good attendance at school is vital to children's ability to learn. Having a good education helps give children the best possible start in life. If days are regularly missed, then continuity of learning and progress are significantly hampered as children find it difficult to catch up with missed work. Evidence suggests that children who are off school for no good reason are at risk of becoming drawn into anti-social or criminal behaviour and may also become victims of crime or abuse.

There will be times when religious requirements and family circumstances demand a sensitivity and acknowledgement that adaptations need to be made. However, in some cases children's lateness and absence may be being condoned at home or be out of the child's control. In these cases it is essential that the child is not made to feel guilty or inadequate.

School staff should set an example and ensure that wherever possible they arrive at lessons on time and demonstrate the value given to time in school. They should also demonstrate an understanding of the individual's personal circumstances whilst encouraging and expecting children to arrive punctually and ready for work. Good personal organisation and time-keeping should be part of the school ethos.

The school takes continual absence very seriously and will follow up all non attendance. The Academy Directors and the Government (DfE), monitor levels of attendance and the Headteacher reports to the Academy Trust on a termly basis.

Aims

St Cyprian's Greek Orthodox Primary Academy aims to ensure that:

- All pupils have an equal right, and access to, an education in accordance with the National Curriculum, or agreed alternative.

- No pupils will be deprived of their education opportunities by, either their own absence or lateness, or that of other pupils.

It is recognised that:

- The majority of pupils want to attend school to learn, to socialise with their peers, and to prepare themselves fully to take their place in society.

- Many pupils and their parents may need to be supported and rewarded at some stage in meeting their attendance obligations and responsibilities.

- It is the responsibility of parents/carers to ensure their children's attendance at school as required by law (ref Section 7, 1996 Education Act)

Expectations

St Cyprian's Greek Orthodox Primary Academy expects that all pupils will:

- Attend school daily.
- Arrive on time and be appropriately prepared for the day as stated in the Home School Agreement which parents are asked to sign when a child starts school.
- Carry out any work provided by the school during an authorised leave period.

St Cyprian's Greek Orthodox Primary Academy expects that parents will:

- Endeavour to keep health appointments out of school hours when possible.
- Inform the school office of any reason or problem that may hinder their child from attending school.
- Fulfil their legal responsibilities and ensure their child/ren attends school.
- Contact school, if their child is unable to attend school and give the reason.
- Seek permission from the school for any leave of absence. The Headteacher has the right to refuse requests in accordance with the DFE guidelines.

Parents and children can expect the following from the school:

- Accurate recording of attendance.
- Immediate contact when a pupil is absent without explanation.
- Referral of specific attendance issues to supporting agencies where appropriate.
- Monthly attendance figures will be published on the website and on the attendance display in the hall.

We encourage attendance by:

1. Consistent, clear communications with parents and pupils about the importance of regular, prompt, attendance via the newsletter, website, workshops and assemblies.
2. Setting school targets for improved attendance and where appropriate targets for individual children, sharing these with Governors, parents and pupils.
3. The accurate completion of registers at the start of each session.
4. School starts at 8.50am and finishes at 3.30pm
5. Registers open at 8.50am and close at 9.15am. In the afternoon they are open from: 12.30 Early Years
   12.45 Year 1
   1.00 Year 2 & 3
   1.15 Year 4 & 5
   1.30 Year 5 & 6
6. Rewards – Children are rewarded for 100% attendance at the end of the school year with a certificate. Certificates are also awarded monthly for excellent attendance.
7. Children with poor attendance or lateness are rewarded for improvement over a half term period at the discretion of the Headteacher and Deputy Headteacher. .

The school responds to non-attendance by:

- Contacting the parents on the first day of absence, by text, email and telephone, if no reason has been received. The text reads; '#name# has not turned up to school today, please could you call the school immediately to update us'.

- Absence texts and emails are sent daily. All contacts on the pupil record will be contacted if the office are unable to reach a parent. If there is no response to the text or telephonic contact a letter will be sent out on the second day, to enquire about the unexplained absence. (Appendix 1) and it will be referred to the Education Welfare Officer.

- Parents who do not call in with an explanation regarding their child's absence will be invited in to meet with the Headteacher to discuss the reasons for this.

- Attendance is monitored on a monthly basis by the Attendance Officer and Education Welfare Officer. The DfE's recommended level of attendance is 95%. Children below this level will receive a letter from the school and will be invited in for a meeting with the Headteacher if there is no improvement. Where there is no response to intervention and where the absence or pattern of absence has persisted without explanation the school will refer to the Education Welfare Service.

Holiday Absence

There is no parental right to take children away on holiday during term time. If you do decide to take your child away without the consent of the school, you may receive a penalty notice of £60 per child issued on behalf of the school. This is in line with Local Authority practice, which the school makes reference to.

Requests for leave during term time may only be authorised in exceptional circumstances using appendix 6.

Punctuality

Lateness disadvantages children as they miss the instructions for the morning and the first lesson of the day which starts at 8.50am.

Parents are asked to be in the playground from 8.45am, ready for the doors to be opened to allow children into the school at 8.45am.

If late, the arrival time and the reason for the lateness must be reported to a member of the senior leadership team or the staff in the office and this is recorded in the Visitor Entry System.

Lateness is monitored on a monthly basis and parents will receive a letter from the school if their child is regularly late. (Appendix 5) Where a pattern of lateness is emerging, parents are invited to a meeting with the Headteacher. If there is no improvement they will be referred to Education Welfare staff to help resolve the difficulties. (appendix 2, 3, 4,5). If a pupil arrives late in school (after the register has closed) more than 5 times in any half-term period, they may be issued with a £80 penalty notice.

Parents should be aware that the Education Welfare Service, employed by the Academy, has the power to obtain Education Supervision Orders and to prosecute should you fail to co-operate and ensure good attendance.

Appointments

Appointments for your child should be made outside of school hours. Many learning hours are lost through appointments which could be made after school or at the weekend. However, if you do have to take your child out of school for an appointment, you are required to supply a relevant appointment letter. The Academy's Education Welfare Officer will regularly check that these are kept on file.

Late collection from School

Children will be dismissed at the end of the day by their teacher or in their absence another member of staff at 3.30pm and parents are expected to be in the playground to collect their child at this time. Any child not collected will be taken to the office. A senior teacher is always on duty from 3.30 – 4.00pm. Parents will be called to ascertain why the child has not been collected. If no contact is made with the parent, other contacts will be called and a text sent. If a child is collected late a fine will be issued according to the tariff below.

½ hour	£10
1 hour	£20
1 ½ hour	£35

If no one has arrived to collect the child by 5pm, the Emergency Duty Team at Bernard Wetherill House will be called.

Persons responsible for Attendance –Mr A McDonald, Mrs Adrien & Mrs A Waqas.

Appendix 1

(to be sent out after 2 days unauthorised absence)

Dear, Date

UNAUTHORISED ABSENCE LETTER

We notice from the registers that xxxxx was absent from school for xx day on xxxxx. As we have not been provided with a reason, this absence has been unauthorised.

It is a legal requirement for children of school age enrolled at a school to attend fully and punctually. Parents and carers are required to notify the school office of the reason for the absence on the first day of that absence. On receipt of that information, the school decides whether or not the absence can be authorised, which depends on the circumstances of the absence.

Kindly provide us with a valid reason for his absence above as soon as possible by completing the reply slip below, so that we are able to amend our records.

If you have any queries, please do not hesitate to contact us.

Yours sincerely

xxxxxxxx
Deputy Headteacher

xxxxxxx
Attendance Officer

Child's Name_____ Child's Class_____

My child was absent on _____(date)

because_____

Parent's signature_____

Appendix 2

Monthly Absence Monitoring Form

Absence for the month of: .....Date: __ / __ / ____

Please see comments below:

Completed by: ..... Checked by: ..... Reviewed by: .....

Name: ..... Name: ..... Name: .....

Position: ... . Position: ..... Position: .....

Date: _ _ / _ _ / _ _ _ _ Date: _ _ / _ _ / _ _ _ _ Date: _ _ / _ _ / _ _ _ _

Appendix 3

Notes of absence/lateness meetings

Date of Meeting: _ _ / _ _ / _ _ _ _ To discuss the absence/lateness of:

Child's Name: ..... Year: ..... Class: .....Class Teacher: .....

Present:

_____

_

_____

___

Points discussed, agreed and actions:

Parent's signature:..... Date: _ _ / _ _ / _ _ _ _ ..... Date: _ _ / _ _ / _ _ _ _

Staff Present: ..... Date:_ _ / _ _ / _ _ _ _ .....Date: _ _ / _ _ / _ _ _ _

Reviewed by:..... Name:..... ..... Date: _ _ / _ _ / _ _ _ _

Appendix 4

Dear Parents of xxxxxxx, Date

As you know, good attendance is essential if children are to do well in school. Where attendance might be a problem, we endeavour to do all that we can to help. Currently,

xxxxx's attendance is xxxx%. The expected level of attendance is 95%. This is a concern, and is affecting his/her learning and development.

Please do everything you can to ensure that xxxx attends school every day. If there are any reasons that you feel may affect his/her ability to come to school every day, please do not hesitate to contact the school to arrange an appointment to discuss the matter.

Your child's attendance will continue to be monitored and if it does not improve within the next month, you will be invited to a meeting to discuss this matter and may be referred to the Education Welfare Officer.

Yours sincerely,

Headteacher Attendance Officer

Appendix 5

Dear Parents/Guardians of xxxxxx, Date

I am writing to inform you that your child has been late on xxx occasions this week, and xxx since the start of this academic year.

Lateness is disruptive to both your children's education and that of their classmates. The table below show you how much time can be missed over a year by being just 5 minutes late every day.

DID YOU KNOW?
5 minutes late every day = 3 days of school lost a year
10 minutes late every day = 6.5 days of school lost a year
15 minutes late every day = 10 days of school lost a year
20 minutes late every day = 13 days of school lost a year

30 minutes late every day = 19 days of school lost a year

Persistent lateness can be construed as non-attendance and you may be liable for a fine of £60.00. I must point out that it is your legal responsibility, as a parent, to ensure that your child arrives on time. School starts at 8.50am and ends at 3.30pm.

If the distance to the school is a problem, the Education Welfare Service can assist you with looking at alternative options.

We will continue to monitor the situation weekly and if it does not improve, you will be invited to a meeting to discuss this matter and may be referred to the Education Welfare Officer.

If you wish to discuss this matter, please do not hesitate to contact me.

Yours sincerely,

Headteacher Attendance Officer

Appendix 6

Application for pupil leave of absence from school

Term time holidays are detrimental to the learning of individual pupils. **There is no parental right to take children away on holiday during term time and the Headteacher will not be authorising any holiday applications.**

Before authorising leave the Headteacher will consider:

- The age of the child (children aged 5-16 are legally required to attend school).
- If previous requests have been made within the same school year for leave.
- The nature of the trip (only exceptional circumstances will be authorised).

Full name of child/ren: **Class:**

_____ _____

_____ _____

_____ _____

Address:

_____

Date of absence: _____ _____ **Date of return to school:** _____

Reason: _____

_____

Signature of parent/carer: _____ **Date:** _____

_____

LEAVE OF ABSENCE

Application for leave of absence for _____ Class_____

☐ Your child's absence has been authorised for _____ days under exceptional circumstances.

☐ Your child's absence has not been authorised for ____ days for the reasons listed above. I must inform you that, according to local legislation, if you decide to take your child away without the consent of the school, you may receive a penalty notice of £60 per child from the Education Welfare Service.

Signature of Headteacher: _____ Date: _____

Appendix 7

Name & Address

Dear xxxxx, Date

It has come to my attention that xxxxx is being collected late on xx occasions this week.

School finishes at 3.30pm and with immediate effect, if xxx is collected after this time, you will be fined as per the tariff below. If he/she is collected late again, we will also make a referral to the Education Welfare Service.

½ hour	£10
1 hour	£20
1 ½ hour	£35

Please ensure that xxxxx is collected promptly at the end of every day.

Yours sincerely,

Headteacher