



St John of Jerusalem Primary School Attendance Policy

2025

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School Details

Headteacher: Rene Africa

Attendance Lead: Amy Bliss (Assistant Headteacher)

Admin / Attendance Officer: Caroline Garton, Sinead McGurcan

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Introduction and Background

St John of Jerusalem Primary School recognises that positive behaviour and good attendance are essential for raising pupil attainment and ensuring every child receives the best educational experience possible.

The law entitles every child of compulsory school age to a full-time education suitable to their age, aptitude and any special educational needs they may have. Parents have a legal duty to ensure their child attends school regularly and punctually.

This policy ensures that all staff, governors, pupils and parents are aware of attendance expectations and the procedures in place to promote and monitor attendance.

1. Aims

We are committed to meeting our obligations regarding school attendance by building a whole-school culture that values good attendance. We aim to:

- Promote good attendance and reduce absence, including persistent and severe absence.
- Ensure every pupil has access to the full-time education to which they are entitled.
- Act early to address patterns of absence.
- Build strong relationships with families to support attendance.
- Support punctuality in all lessons.

2. Legislation and Guidance

This policy follows the Department for Education (DfE) guidance 'Working Together to Improve School Attendance' (2022), and refers to relevant legislation including the Education Acts 1996, 2002, and 2006, and the Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments.

We work in partnership with Hackney Education's Attendance and Punctuality Service.

3. Roles and Responsibilities

The Governing Board promotes the importance of attendance, monitors data, and ensures staff training.

The Headteacher (Rene Africa) implements the policy, monitors data, and issues fixed penalty notices where required.

The Attendance Lead (Amy Bliss) oversees data analysis, leads attendance strategy, and supports families.

The Admin / Attendance Officer (Caroline Garton and Sinead Mcgurcan) records absences, produces reports, and liaises with families.

Class Teachers record attendance daily and monitor patterns of absence or lateness.

Parents ensure their child attends every day, reports absences by 8.30 a.m., and provides at least two emergency contacts.

Pupils are expected to attend school regularly and punctually.

4. Recording Attendance

Attendance is recorded electronically at 8.55 a.m. and 1.35 p.m. daily. Registers remain open for 10 minutes. Arrivals after 9.05 a.m. are marked late (L); arrivals after 9.15 a.m. are unauthorised (U).

Parents must notify the school by 8.30 a.m. if their child is absent. Planned absences should be requested in writing at least three weeks in advance at are at the headteachers discretion.

5. Authorised and Unauthorised Absence

Authorised absences include illness (with evidence if requested), medical appointments, religious observance, and exceptional circumstances approved by the Headteacher.

Unauthorised absences include holidays in term time, shopping, birthdays, or lateness after register closure.

Parents may be fined £80 (within 21 days) or £160 (within 28 days) for unauthorised absences.

6. Strategies for Promoting Attendance

St John of Jerusalem celebrates good attendance through:

- Weekly assembly recognition for the best class attendance.
- Termly 100% attendance parties.
- Certificates and display boards celebrating high attendance.
- Parent updates about attendance.

7. Attendance Monitoring

Attendance data is monitored weekly, half-termly, and termly. Persistent absence is defined as 10% or more missed sessions.

Support may include Attendance Meetings and action plans, Early Help Referrals, or inclusion support.

8. Monitoring Arrangements

This policy will be reviewed annually or earlier if DfE or Hackney Education guidance changes. The Attendance Lead will report updates to the Governing Board.

9. Links with Other Policies

This policy links with:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Inclusion Policy

Appendix 1: Attendance Codes and Thresholds

Attendance bands:

Green (97–100%): Excellent – reward and celebration

Yellow (95–96.9%): Risk – early intervention

Amber (93–94.9%): Concern – meeting with Attendance Lead

Pink (90–92.9%): Severe concern – Attendance action plan

Red (Below 90%): Extreme concern – legal action possible