Appendix 5 – School Information

Aims of the School – Building Firm Foundations for Life

We build strong foundations, rooted in the teachings of the Bible and example of Jesus, to enable our children to reach their fullest potential. They learn to value themselves, cherish one another and take responsibility for the world. From this sense of security and belonging, they 'flourish and fly' now and in the future.

This policy outlines the school's commitment to attendance recognizing that strong education can only be achieved and accessed when children are in school. In order to build firm foundations children need to be in school every day to access all of their learning and in turn, 'flourish and fly.'

The School Day

- Gates open for school at **8.45am.** Children can be dropped off at the gate from this time
- School starts at **8.55am**
- The register closes at **9.00am**
- The afternoon register is taken at **1.00pm** after lunch
- The end of the school day is at **3.15pm**

Lessons start at school from 8.55am.

- A child is marked as **'late' (L)** if they arrive after 9.00am but before 9.10am
- A child is marked as **'unauthorised late' (U)** if they arrive after 9.10am

Absence Reporting

It is the **parent's responsibility** to inform the school when their child is absent. All parents must **call the school between 8am and 9am** on 01473 659370.

Key Contacts for Attendance

The information below outlines the key contacts who will be responsible for overseeing attendance and supporting families with improving attendance. All members of staff can be contacted via the school office 01473 659370 or via email at admin@nacton.suffolk.sch.uk Parents must indicate which member of the team they would like to discuss their child's attendance with and they will get back to you as soon as possible.

The named senior leader responsible for the strategic approach to attendance is: Gemma Taylor (Headteacher)

The named person will lead the attendance team implementing this policy across the school. On the next page is an outlined summary of roles and responsibilities of this team:

Name	Role	Responsibilities
Gemma Taylor	Headteacher Attendance Leader Attendance Team	- Strategically lead attendance - Work with families whose attendance is not improving - Implement this policy - Review leave of absence requests - Refer Fixed Penalty Notices to the LA
Julie Paton	Office Manager Attendance Team	- Attendance registers - Receive phone calls from parents regarding absence - monthly and termly tracking of attendance - Send letters to parents where attendance is a concern
Julie Paton/Nicola Byford	Admin Assistant Attendance Admin Attendance Team	- Daily calls and check ins - First day of absence calls and late texts - Daily and weekly logging of attendance and lateness - Receive phone calls from parents regarding absence
	Class teachers	- Hold half termly meeting with families where attendance is a concern - Refer families to headteacher where attendance is not improving.