



ST. MICHAEL'S CE SCHOOL



ATTENDANCE AND PUNCTUALITY - FREQUENT ABSENCE OR LATENESS

Introduction

Attendance and punctuality are key themes for St. Michael's School. We have set ourselves ambitious targets for attendance and punctuality to ensure that every child is able to enjoy the high quality education we provide over the whole school day. Our aim is to keep absences and late arrivals to a minimum.

Frequent absences

- If a child's attendance falls **below 90%** in any single year we will invite the child's parents/carers to a **School Non-Attendance Panel (SNAP)**.
- The SNAP will be chaired by a member of the Senior Leadership Team and may also be attended by the School Nurse.
- The Panel will seek to understand the reasons behind the frequent absence.
- In cases where there is a medical reason, the School Nurse will request documentation or other evidence from a GP or hospital.
- The Panel will discuss ways in which attendance can be improved and how the school can support the family to reduce absences.
- The Panel will agree a voluntary action plan, which will be signed by the school and the parents/carers.

Frequent late arrivals

- If a child is late **more than 6 times** in any year, we will invite the child's parents/carers to a **School Late Arrival Panel (SLAP)**.
- The SLAP will be chaired by a member of the Senior Leadership Team and in some cases, may also be attended by the School Nurse.
- The Panel will seek to understand the reasons behind the frequent late arrival.
- In cases where there is a medical reason, the School Nurse will request documentation or other evidence from a GP or hospital.
- The Panel will discuss ways in which punctuality can be improved and how the school can support the family to reduce absences.
- The Panel will agree a voluntary action plan, which will be signed by the school and the parents/carers.



"Working together for the good of all"

