

Appendix 5 – School Information

Aims of the School;

The School Day

- Gates open for school at **8:25am** Children can be dropped off at the classrooms from 8:35am.
- School starts at **8.35am**
- The register closes at **9.00am**
- The afternoon register is taken at **1.10pm** after lunch
- The end of the school day is at **3.05pm**

Lessons start at school from 8.35am.

- A child is marked as '**late**' (**L**) if they arrive after 8.35am but before 9.00am
- A child is marked as '**unauthorised late**' (**U**) if they arrive after 9.00am

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 01638 662835

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 on 01638 662835 or via email at admin@allsaints.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; Katie Hammond (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	Roles covered.	Responsibilities
Katie Hammond Fran Mortlock Carter	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

Karen Tuite Fran Mortlock-Carter	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
Fran Mortlock-Carter Karen Tuite	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
Kerri Conway	SEND specialist Attendance Team	- Attend fortnightly attendance meetings - Support SEND families with attendance - Weekly / Daily calling for some families
Kerri Conway Fran Mortlock-Carter Katie Hammond	Mental Health specialist Attendance Team	- Attend fortnightly attendance meetings - Support families with attendance where mental health is a barrier - Weekly / Daily calling for some families
	Higher Level Teaching Assistant Pupil Premium Champion Attendance Team	- Attend fortnightly attendance meetings - Support pupil premium families with attendance (free school meals/service/LAC) - Weekly / Daily calling for some families
All Class teachers	Class teachers	- Hold half termly meeting with families where attendance is a concern - Refer families to headteacher where attendance is not improving.