

## Appendix A - Academy Specific Information

Name of Academy / School:	St Andrew's Primary School
Name of Person at the Academy with Responsibility for Strategic Approach to Attendance:	Mr Ben Arnell – Headteacher
Name of Member of Staff to Contact regarding Absence on a Day-to-Day Basis:	Please contact school office.
Name of Member of Staff to Contact for More Detailed Support on Attendance:	Mrs Chris Parfitt – Family Support Worker

### Vision and Values:

## St Andrew's Values

MONTH	VALUES	Values Hero
September	<b>LOVE – ‘Live Our Values Everyday’</b>	Morey Gompertz
October	<b>Resilience</b>	David Attenborough
November	<b>Unity</b>	Winston Churchill
December	<b>Thankfulness</b>	Steve Redgrave
January	<b>Aspiration</b>	Evelyn Glennie and Cerrie Burnell
February	<b>Compassion</b>	Martin Luther-King

March	<b>Forgiveness</b>	Malala Yousafzai
April	<b>Excellence</b>	Stephen Hawking
May	<b>Friendship</b>	Charles Wicksteed
June	<b>Respect</b>	William Knibb
July	<b>Courage</b>	Anne Frank

**Red = values connected to Growth Mindset**

**Times:**

<b>Registration session opens:</b>	<b>8:45am</b>
<b>Register closes:</b>	<b>8:55am</b>
<b>Afternoon Session start time:</b>	<b>R – 12:30pm KS1 – 12:50pm KS2 – 1pm</b>

**Promoting and Incentivising Good Attendance:**

In our academy we promote good attendance through our parent newsletter, champions assembly (class with best attendance) and our attendance bear – Andy.

**Process for Notification of Unplanned Absence:**

Please contact the school office on 01536 512581 before 9.00am and leave a message on the absence line.

### **Procedure for Dealing with Unexplained Absence:**

If no message is received by the time registers close at 9.25am an initial 1<sup>st</sup> call will be made to the

1<sup>st</sup> contact if no response the 2<sup>nd</sup> contact will be called until the list is exhausted. An email will also be sent. This is repeated on day 2 if no response. If there is no response by day 3 then a home visit will be carried out. If no contact has been made by day 5 or 6 then an email should be sent giving the parents / carers three working days for parents to make contact with the school. If no response by day 8/9 then another home visit will be done. If still no contact by day 10 then the school will report the child as missing from education to the local authority.

### **Procedure for Lateness:**

Your child is to be brought into the school office and signed in on Inventory.

### **Procedure for Requesting Leave of Absence:**

Request a leave of absence form from the School Office