



Bishop John Robinson
Church of England Primary School

Attendance Policy

Be the best we can;

Join in Learning, Play and Prayer;

Remember God's Word

"Jesus is the Anchor of my Soul." Hebrews 6:19



The Diocese of
Southwark


ROYAL borough of
GREENWICH

Mission Statement

We want all adults and children to: **Be the best they can** in order to have best possible start in life and to make the most of the gifts God has given. To achieve this, we teach everyone *"Whatever you do, work at it with all your heart"* (Colossians 3:23) by;

- Set ambitious targets for all pupils and staff
- Continually look for ways to improve
- Have high expectations of behaviour for all

We encourage children to: **Join in Learning**, to promote academic excellence and to inspire everyone to value the importance of education in wider society. The bible teaches us God will *"Instruct us in the way of knowledge and wisdom and lead us along straight paths"* (Proverbs 4:11). To achieve this, we;

- Provide an engaging curriculum with opportunities for learning in a variety of contexts
- Strive for all lessons to be focussed and engaging to allow all children to achieve
- Support deeper levels of understanding so that children can apply learning to different settings

For children to: **Join in Play** is important at BJR because Play is essential for everyone's social and emotional development. It is a vital life skill which helps children to form the adult they will become building trust, forgiveness and resilience. Play is the foundation for learning compassion and the Golden Rule *"Do to others as you would have them do to you"* (Luke 6:31). To promote positive play, we;

- Have dedicated staff who promote play
- Promote the importance of play
- Invest in the playground as a learning resource

We want the school community to: **Join in Prayer** as Christians believe that this is fundamental to developing a relationship with God as well as giving thanks and praise. We should *"Always be joyful. Never stop praying. Whatever happens, give thanks, because it is God's will."* (Thessalonians 5:16-18).

We encourage this though;

- High quality collective worship for all children
- Daily acts of prayer
- Valuing the essential role of our School Chaplain

We believe that we should: **Remember God's Word**, as this is at the very Foundation of being a Christian school. In promoting a practical understanding and application of Christian Values we strive to; *"Train up a child in the way they should go, And when they are old they will not depart from it"* (Proverbs 22:6) through;

- Providing High quality RE teaching and daily collective worship for all children
- Regular visits to church and other places of worship

In all aspects of school life, our school vision is key to ensuring that Bishop John Robinson CofE Primary School offers the best education money can't buy. Our history and naval links, our entire spiritual and ethical ethos, and our approach to the school's curriculum is rooted in our individual and corporate identity: *"Jesus is the anchor of my soul."* (Hebrews 6:19).

Attendance Policy

School Organisation

In order for the school's Attendance Policy to be successful, every member of staff must make attendance a high priority and convey this to the pupils at all times. Parents/carers need to support these views in the home to ensure that children are receiving corresponding messages about the value of education.

It is the responsibility of the Head Teacher, Governors and designated members of school staff to:

- Adopt the whole policy;
- Ensure the registration procedures are carried out efficiently and that appropriate resources are provided;
- Set the whole school attendance targets;
- Head teacher to meet with parents as part of the action to address irregular school attendance with parents.

Class Teachers:

- To complete the registers accurately and punctually;
- To be alert to early signs of disaffection which could culminate in non-attendance and to report these concerns as soon as possible to the Attendance Lead
- Speak with pupils to establish reasons for absence/problems;
- Speak with the parent to discuss concerns and possible implications;
- Record conversations/meetings;

School Attendance Officer/Lead:

- To oversee the registration process and ensure that registers are completed accurately and punctually;
- Meet/liaise with the Attendance Lead regularly
- To liaise and meet with the AAO regularly;
- Consult and liaise closely with the AAO on a regular basis and take responsibility for ensuring appropriate pupils are identified and referred without delay;
- Monitor and evaluate attendance with AAO;
- Provide monthly/half termly data to the AAO, as identified.
- Speak with the parent and pupil to discuss concerns and possible implications;
- Record conversations/meetings;
- Ensure school action is undertaken on a daily/weekly basis, to address irregular school attendance, following the school procedure/flow chart of action, in line with legislation, DfE guidance and Local Authority guidelines and procedures.
- Follow Child Missing Education and Elective Home Education legislation and procedures.
- Be prepared for the meeting with the AAO, having percentage data and relevant information available, to be able to make informed decisions;
- Undertake Pre-referral meetings with the AAO and parent/pupil as necessary;
- Refer pupils to the AAO in accordance with guidelines and after discussion and agreement with the AAO;

- Provide the completed referral form and required additional documentation to the AAO.
- Record all medical evidence received and file in pupils file;
- To reinforce good practice at staff meetings;

Any Member of School Staff;

- Report concerns or information regarding attendance issues of children of the school to the Attendance Lead

The school

- will monitor the effective record keeping in the registers
- will work in partnership with parents to encourage maximum attendance and punctuality
- will monitor attendance data at individual pupil, group and whole school level
- will telephone the parent of the absent child on the first day of absence if there has been no correspondence from the parent
- will identify those children who are a cause for concern
- will organise opportunities for parents to come in and discuss their situation with the Assistant Head responsible for attendance
- will support families in need, through Early Help interventions.
- will refer the appropriate cases to the Royal Borough of Greenwich Attendance Officer
- will report to governors through the Head teacher's report, and at least termly
- will report to parents their child's individual attendance on their end of year report using the table below:

Attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered

J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement
Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, due to the work of their parent, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday/overseas trip, that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with

		code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Policy update: January 2026

Policy review: January 2027