**Appendix 5 – School Information**

**Aims of the School**

## The Vision of Bedfield and Wetheringsett CE Primary Schools is to inspire lifelong learners, guided by the example of Jesus. Our mission is to grow in faith, grow in our learning and grow our future world. We do this through our core values to be ambitious, to be kind and to give. This is integral to all our policies and decision making as a school.

## We aim to provide an excellent education in a healthy, safe, supportive learning environment, where people are valued and make positive contributions to the school community, and where pupils enjoy and achieve and go on to attain social and economic well-being as responsible, independent members of society.

## 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 ‘be ambitious’ and ‘grow in our learning’, children need to be in school every day to access all of their learning and in turn, to ‘grow their future world’.

## **The School Day**

* Gates open for school at **8.30 am.** Children can be brought in through the gate from this time
* School starts at **8.45 am**
* The register closes at **9.00 am**
* The afternoon register is taken at **1.00 pm** after lunch
* The end of the school day is at **3.15 pm**

Lessons start at school from **8.45am**

* A child is marked as **‘late’ (L)** if they arrive after 8.50am but before 9am
* A child is marked as **‘unauthorised late’ (U)** if they arrive after 9am

## **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:

Bedfield: 01728 628306

Wetheringsett: 01449 766215

# **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 at Bedfield via [admin@bedfield.suffolk.sch.co.uk](mailto:admin@bedfield.suffolk.sch.co.uk) telephone 01728 628306 and at Wetheringsett via [office@wvcpschool.com](mailto:office@wvcpschool.com) telephone 01449 766215. 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: Imogen Wallis**

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** |
| Imogen Wallis  Carly Holland (Bed)  Emma Morris (WST) | Headteacher  Attendance Leader    Office Managers | * 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 |
| Imogen Wallis  Carly Holland (Bed)  Emma Morris (WST) | Headteacher  Attendance Leader  Office Managers | * Attendance registers * Receive phone calls from parents regarding absence * monthly and termly tracking of attendance * Send letters to parents where attendance is a concern |
| Carly Holland (Bed)  Emma Morris (WST) | Office Managers | * 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 |
| Vicki Langford (Bed)  Natalie Diwan (WST)  Nicola Frolish  Carly Holland (Bed)  Emma Morris (WST) | Heads of School  SENCO  Office Managers | * Attend fortnightly attendance meetings * Support SEND families with attendance * Weekly / Daily calling for some families |
| Vicki Langford (Bed)  Natalie Diwan (WST)  Nicola Frolish  Carly Holland (Bed)  Emma Morris (WST) | Heads of School  SENCO  Office Managers | * Attend fortnightly attendance meetings * Support families with attendance where mental health is a barrier * Weekly / Daily calling for some families |
| Vicki Langford (Bed)  Natalie Diwan (WST)  Nicola Frolish  Carly Holland (Bed)  Emma Morris (WST) | Heads of School  SENCO  Office Managers | * Attend fortnightly attendance meetings * Support pupil premium families with attendance (free school meals/service/LAC) * Weekly / Daily calling for some families |
| Imogen Wallis  Carly Holland (Bed)  Emma Morris (WST) | Headteacher/Class teachers  Office Managers | * Hold half termly meeting with families where attendance is a concern   Refer families to headteacher where attendance is not improving. |