Appendix 5: School-Specific Information Template

This appendix must be completed by each school within Empower Trust and published on the school website alongside the main Attendance Policy.

School-Specific Attendance Information

School Name: St George's Junior School

Academic Year: 2026-2027

Date of Publication: September 2026

1. School Times and Registration

School Start Time: 8:45am

School End Time: 3:20pm

Morning Registration Opens: 8:55am

Morning Registration Closes: 9.25am

Length of Morning Registration Period: 30 minutes

Afternoon Registration Opens: 1:00pm

Afternoon Registration Closes: 1:15pm

Length of Afternoon Registration Period: 15 minutes

What this means for your child:

- Pupils arriving after 9.00am but before 9.25am will be marked as late (Code L)
- Pupils arriving after 9.25am will be marked as absent (Code U - unauthorised absence)

2. Reporting Absence

You must contact the school by 8:30am on the first day of your child's absence.

Contact Methods

Telephone:

- Main school number: 01743 357133

Email:

- Attendance email: admin@stgeorges.empowermat.co.uk
- Monitored: 8:45am - 4:00pm Monday to Friday

In Person:

- School reception
- Available: 8:45am - 4:00pm Monday to Friday

What you need to tell us:

- Your child's full name and class/year group
- The reason for absence
- Expected length of absence

If we don't hear from you: We will contact you using our first-day calling procedure to ensure your child is safe.

3. Requesting Leave of Absence

All requests for leave of absence must be made in writing at least 2 weeks in advance.

How to request leave of absence:

Request Form (for any special leave of absence):

- Forms available from: school reception or download from website
- Submit to: school reception

Your request must include:

- Your child's full name and class/year group
- Dates of requested absence
- Detailed explanation of the exceptional circumstances
- Any supporting evidence e.g. appointment letter

You will receive a response within 5 school days.

4. Key Attendance Contacts [Inserting pictures on website would be useful]

Role	Name	Email	Responsibilities
Attendance Officer	**Admin team**	admin@stgeorges.empowermat.co.uk	Day-to-day attendance monitoring, first point of contact for attendance queries,
Attendance Leads	**Clare Smallwood Charlotte Worley**	admin@stgeorges.empowermat.co.uk	Strategic oversight of attendance, escalation point for

			complex cases, attendance policy implementation, attendance data analysis, coordinating interventions.
Designated Safeguarding Lead (DSL)	**Kelly Lee**	**Safeguarding@Stgeorges.empowermat.co.uk**	Safeguarding concerns related to attendance, multi-agency coordination, child protection.
Deputy Designated Safeguarding Lead(s) (if applicable)	**Charlotte Worley, Craig Pearce, Clare Smallwood, Jennifer Hughes**	**Safeguarding@Stgeorges.empowermat.co.uk**	Safeguarding concerns related to attendance, multi-agency coordination, child protection as delegated by DSL.
Headteacher	**Kelly Lee**	admin@stgeorges.empowermat.co.uk	Final decisions on leave of absence requests, overall accountability for attendance.

5. School-Specific Attendance Procedures

First Day Contact Procedure

When your child is absent without prior notification:

1. From 9.25am - First contact attempt (phone call/text)
2. Approximately every 15 minutes after the first attempt a second contact attempt if no response until approximately 11.30am
3. Home visit if safeguarding concerns
4. -Continue daily attempts to establish reasons for absence

   -check with emergency contacts of parents or carers cannot be reached

   -keep detailed records of communication attempts and outcomes

   -Consider whether absence may indicate wider safeguarding concerns, including neglect, exploitation, mental health difficulties or a child missing in education.

   -DSL review

-Day 2 of absence report to Education Welfare Officer

-5 continuous days of unexplained absence meeting arranged, and local authority advice sought

-Ongoing concerns following this involve Early Help, safeguarding referral or Child

Missing in Education procedures.

Attendance Monitoring and Review

- **Daily:** Registers taken and first-day contact made
- **Weekly:** reviews of patterns and trends in SLT meetings, house attendance shared with pupils, newsletter updates
- **Half termly:** Pupil group analysis, intervention support and attendance letters
- **Termly:** Report to governors and parents. Education Welfare Officer review of codes, pupil groups and persistent absence

When We Will Contact You

We will contact you if:

- Your child's attendance falls below 95%
- We notice patterns of absence (e.g., particular days of the week)
- Your child is frequently late
- We have any concerns about your child's wellbeing

6. Recognition and Rewards

Our school celebrates good attendance through:

- Weekly attendance recognition for houses
- Attendance updates in newsletter

Individual attendance is celebrated through:

- Half termly attendance letters home
- End of year attendance certificate for pupils with 100% attendance

7. Support Available

If your family is experiencing difficulties with attendance, we can help by:

- Early morning breakfast club (7.30am-8.45am)

- After school Chillzone club (3.20pm-6pm)
- After-school clubs to support engagement
- Pastoral support from our Family Support Worker- Mrs Youle.
- Referrals to the school nurse
- Signposting to community services

We also work with:

- Shropshire Local Authority Inclusion Service
- Educational Welfare Officers
- Social Care (where appropriate)
- Early Help Services
- Mental Health Support Team

8. Term Dates and INSET Days

Our term dates and INSET days can be found on the following link: St George's Junior School Shrewsbury – News and Information for Parents and Carers

9. Additional School-Specific Information

Medical Arrangements:

Information on illness can be found here: Is my child too ill for school? - NHS

Administering Medication Policy can be found on the school website here Policy Documents – St George's Junior School Shrewsbury

Severe Weather Procedures: Parents will be notified through our School Arbor system

School-Specific Attendance Targets: Participation in the Inclusive Attendance Award.

Alternative Provision / Dual Registration: On occasion, pupils may need to attend alternative placements. Parents should follow the reporting procedures of both the school and the alternative provider. The school and alternative provider will work together to support the pupil's health and wellbeing. Parents should notify both the school and the alternative provider of any absence.
Possible providers include, but are not limited to, TMBSS, LIVESHED, EMBRACE

10. Where to Find More Information

Full Attendance Policy: Available on our website at Attendance – St George's Junior School Shrewsbury

Parent Portal/App : Logging In to the Parent Portal & Parent App – Arbor Help Centre