



Attendance Policy

"Everyone who works with children should do what is in the best interests of the child."

Article 3 United Nations Rights of the Child

Rationale Trinity School is committed to providing a full and efficient education for all pupils. Regular and punctual attendance is vitally important in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late. We will take appropriate action to ensure that all pupils achieve the maximum possible attendance and that any problems, which may hinder full attendance, are acted upon as quickly as possible.

Jersey Education Law states that parents/carers should '*ensure that the child receives a full-time education appropriate to the child's age, ability and aptitude and any special educational needs the child may have, either by regular attendance at school at which the child is a pupil or otherwise, in accordance with Article 13 of the Education (Jersey) Law 1999.*'

Aims

- To support pupils and their parents/carers in the establishment of the highest possible levels of attendance and punctuality;
- To ensure that all pupils have full and equal access to the best education that we can offer in order to increase learning;
- To enable pupils to progress smoothly, confidently and with continuity through the school;
- To make parents/carers aware of their legal responsibilities;
- To ensure attendance meets the Education Department's targets

Procedure

Class teachers take the registers twice daily, once at 8.50 am and again at 1.00 pm. Children who are absent or late for school are noted using the correct codes on SIMS. The School Administrator checks all school registers twice daily. Any pupil who is not in school and we are unaware of the reason for absence is highlighted. The School Administrator contacts class teachers to check if they have a reason for absence, if no reason received contacts parents/carers to ask for confirmation. If there are any concerns with the response, the Pastoral Team are informed and they will then take appropriate action. Reasons for lateness and illness are recorded.

If your child is ill, we ask you to contact the school as soon as possible. We ask our parents to follow this procedure every day, not just the first day of absence, (except when your child is admitted into hospital or has a long-term illness).

Absence request forms are available on the website and from the office to be completed and submitted prior to any absences. In the event of separated parents holding Parental Responsibility the school will ask for confirmation that the other parent is aware of the absence.

If an acceptable reason for absence is given the absence may be marked as “authorised”. If no reason for absence has been provided then the absence will be “unauthorised” (*the school is under no obligation to accept the reason given for absence when there is doubt as to its validity, schools can record the absence as unauthorised*).

Please ensure that, unless absolutely necessary, any medical or dental appointments in respect of your child, are made outside school hours. Parents should ensure that wherever possible, children return to school following such medical appointments.

We ask our parents/carers to provide the school with up-to-date contact details and telephone numbers on a regular basis, in case of an emergency. We ask our parents that they are contactable should their child be taken ill during the school day. If a child is taken ill during the school day, the parent will be notified and should then arrange to collect their child from reception.

We will keep under review all children whose attendance falls below 90% and keep under consideration reasons given for the absence. The Designated Safeguarding Lead monitors attendance regularly and together with the Deputy Headteacher writes to parents whose children’s attendance has fallen below 90% on a termly basis. Parents with children whose attendance falls regularly under 90% are offered a meeting to discuss how the school can support. In accordance with our policy on hearing pupil voice the children’s views will also be sought and this will feed into any attendance plan written to support the child.

Please also see:

- Safeguarding Policy
- [P School Attendance Policy for Pupils of Compulsory School Age 20250728PS.pdf](#)

Updated:

KM/SS January 2026

EOC/SS May 2026



Attendance Plan

Date		
Name		
DOB/ Yr Grp		
Concern		
Parent meeting details		
Pupil Voice		
Agreed Action		
Review date		
Signatures		