

## St Thomas à Becket Church of England Federation

**Blackboys C.E. School**  
School Lane  
Blackboys  
Uckfield  
East Sussex  
TN22 5LL



**Framfield C.E. School**  
The Street  
Framfield  
Uckfield  
East Sussex  
TN22 5NR

ADOPTED NOVEMBER 2023

REVIEW NOVEMBER 2025

# Home/School Expectations

## Including Attendance and Handover Policies

Our Vision is

Be the Best You Can Be;  
Living 'life in all its fullness' (John 10:10)

In our Church of England Federation, we take strength in collaboration, yet celebrate uniqueness. As schools, we may be small but together we encourage children to be the best they can be so they are ready to make their mark on the world. We welcome the child yet embrace the whole family. We celebrate our rural environment yet aspire to look beyond our boundaries. We strive for knowledge and gratefully accept opportunities that come our way to enable us to live life in all its fullness. We all take a pride in our Federation as we follow in Jesus' example.

Perseverance, Fellowship, Courage, Respect, Understanding, Thankfulness

| <b>Contents</b>          | <b>Page</b> |
|--------------------------|-------------|
| Introduction             | 3           |
| Home/School Expectations | 3           |
| Attendance Policy        | 5           |
| Handover Policy          | 7           |
| Contact                  | 10          |
| Review                   | 11          |
| Appendix One             | 12          |

## **Introduction**

We believe that if children feel safe, nurtured and supported in our school communities, (and each family is a part of those communities) then the mutual effort of working together to fulfil our aims will make for successful, happy children, (as Jesus teaches us that whatever we do we must put in our best effort) and thus enable them to “Be the best they can be”.

The St Thomas à Becket Church of England Federation (which is referred to as the Federation in the rest of this document) has drawn up the following policies and guidance to:

- help new and existing parents/carers to settle into the Federation’s schools
- set out the roles of both the Federation schools and parents/carers in our pupils’ education.

The Federation’s aim is to enable all pupils to fulfil their individual potential within a Christian setting.

Federation policies that include information that is useful to parents/carers are:

- Relationships and Behaviour Policy
- Allergy Awareness Policy
- Acceptable Use Policy – Children, Parents and Carers
- Charging and Remissions Policy
- Supporting Pupils with Medical Conditions Policy
- Home Learning Policy
- Anti-Bullying Policy

### **Home/School Expectations**

**The Federation aims to give your child:**

- A happy, stimulating and friendly environment grounded on Christian principles
- Creative and engaging teaching, providing equal opportunities for all
- An environment in which achievement in all aspects of school life is promoted and celebrated
- The foundation for life-long learning
- Intellectual and physical challenge to develop potential
- Respect and consideration
- The skills to develop lasting friendships
- Commitment
- An understanding of Christian values
- The opportunity to participate in Christian worship
- The opportunity to develop an awareness of cultures other than their own
- Support in their growth towards independence, recognising and building on each child’s strengths

- Preparation for life in a 21<sup>st</sup> century future, including explanations of the potential dangers and benefits of the internet and social media

**We expect parents/carers to:**

- Report issues of concern to your school within the Federation and trust the school to take appropriate action
- Ensure that your school within the Federation is made aware of any changes in family circumstances or arrangements
- Respect the aims and ethos of the Federation
- Encourage your child to be friendly and caring
- Support your child to do their very best at all times
- Ensure that your child reads regularly at home and completes homework tasks as appropriate
- Encourage your child to become independent and organised
- Encourage your child to join in all activities with enthusiasm
- Ensure that your child is polite and respectful to all members of our Federation community
- Encourage your child to do their best to be responsible at all times in all aspects of their school life
- Ensure that your child behaves appropriately and respects the educational environment
- Ensure that your child arrives at their school on time and is collected punctually
- Ensure your child attends school every day
- Inform your school within the Federation by 9.10 am at the latest if your child/children are unable to attend school due to illness or are going to be unexpectedly late
- Inform your school within the Federation of any pre-arranged appointments (i.e. medical) that would mean the absence of your child/children from school
- Ensure that your child is appropriately dressed and equipped, ready and prepared for the day ahead
- Keep your school within the Federation informed of anything that might affect your child's work or behaviour
- Monitor and take responsibility for your child's access and use of the internet at home
- Respect professional judgement and work together in the interests of the individual child
- Agree to support the Federation school's Relationships and Behaviour Policy
- Refrain from discussing or alluding to the Federation's schools, or any member of its community, on social networking sites

**Attendance Policy**

This policy reflects the vision and aims of the Federation by

- Encouraging members of staff, parents/carers and children to maximise the learning experience in order that all children reach their full potential.
- Providing clear procedures for involving parents relating to school attendance.

## **Principles**

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late.

Children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. Permitting absence from school without a good reason is an offence by the parent.

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the Federation school, the parents and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

Every half-day absence has to be classified by the Federation school, (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required, preferably in writing.

***Authorised absences are mornings or afternoons away from school for a reason such as genuine illness or other unavoidable cause.***

***Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This includes:***

- ❖ ***parents keeping children off school unnecessarily***
- ❖ ***truancy before or during the school day***
- ❖ ***absences which have never been properly explained***
- ❖ ***children who arrive at school too late to get a mark***

Parents are expected to contact their school at an early stage and to work with members of staff in resolving any problems together. If difficulties cannot be sorted out in this way, the Federation school may refer the child to the Team Around the School or Setting (TASS) from the Local Authority. The TASS Practitioner will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed, these Officers can use Legal Interventions on parents or to seek an Education Supervision Order on the child. The maximum penalty on conviction is a fine of £2,500 and/or 3 months imprisonment.

## **Procedures**

The Federation applies the following procedures in deciding how to deal with individual absences:

If a child is poorly or had a medical appointment, their school office must be contacted prior to 9:10 am on the day of the absence.

An absence form must be collected and filled in from their school office for a planned absence. This absence form must be completed 14 days before the planned absence. It is extremely unlikely the Federation school will authorise this absence.

Absence will only be authorised in very exceptional circumstances. As a Church of England School these very exceptional circumstances will be a 1 day absence authorised for weddings, christenings and funerals.

Should a child not be accounted for by 9:30 am, this becomes a school priority and every effort will be made to contact the family or pupil. Should no contact occur to explain a child's absence, a home visit/door knock will take place within 3 days.

**It is not appropriate for the school to authorise absences for shopping, looking after other children, day trips etc. Leave may, however, be granted in an emergency (e.g. bereavement) or for medical appointments which must be in school time.**

## **Information about individual school targets, projects and special initiatives**

The Federation works very hard to continue to improve attendance, and it is a priority for our Governing Body and Headteachers. Federation School's set high target attendance percentages which are regularly monitored and review at both Staff Meetings and Governing Body Meetings. Attendance data will be shared with staff and parents in the form of newsletters and end of term attendance awards will be class based.

## **Those people responsible for attendance matters in our schools are:**

Mr G Sullivan- Blackboys School Headteacher

Mr K Bradbeer- Framfield School Headteacher

## **Attendance Records**

It is the responsibility of members of staff at each school within the Federation to ensure that an accurate record is kept of all pupils in their school. Any arrival or departure to and from the premises is recorded in a separate register held in the relevant School Reception, which all parents/carers must sign when pupils are taken from the premises earlier than the usual session ends. Similarly, when a pupil arrives late, parents/carers are encouraged to sign the late book also held in the relevant School Reception.

Each Class Register will be kept in an accessible location in the relevant School Office at all times. Records of daily registers are kept by the Federation for the recommended period by the Local Authority.

If appropriate and at their profession discretion the Designated Safeguarding Lead from each school within the Federation will ensure that alternative providers are fully informed of pupils with open Child Protection [CP] files. If a child is not accounted for by 9.30 am, secretarial staff will endeavour to contact parents/carers to find out why they have not arrived at their school. Looked After Children [LAC] and children with CP plans who are absent will be notified to the relevant Headteacher as a matter of priority. The school within the Federation will inform the TASS Attendance Officer of any child who has unsatisfactory attendance [below 90%] and a pattern of non-attendance on certain days of the week.

### **Summary**

The Federation has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. The Federation is committed to working with parents as the best way to ensure as high a level of attendance as possible.

## **Handover Policy**

### **Introduction and Principles**

This Handover Policy is one of a suite of Federation policies for safeguarding children. Every adult working within the Federation's schools has been trained to appreciate that he or she has a key responsibility for helping to keep children safe at all times. Parents/carers are therefore asked to ensure that handover to their school within the Federation and from their school is conducted safely and on a timely basis.

Every member of staff who works with children has read Part 1 of *Keeping Children Safe in Education*. Staffing ratios at the Federation are generous and deliberately designed to ensure that every pupil is supervised the whole time that he or she is in the care of the Federation.

This policy first sets out the procedures for maintaining safety during the handover process. Secondly, it outlines what the Federation does to ensure that a pupil is held safe if not collected. This policy applies to all pupils including those within the Early Years Foundation Stage (EYFS).

### **Specific Objectives**

The policy deals with:

- Responsibilities of members of staff and parents/carers
- Start and End of Day Arrangements for each school within the Federation
- Procedures when a pupil is not collected on time

## **Responsibilities of Members of Staff and Parents/Carers**

All relevant members of staff are aware of this policy through induction training. It is the responsibility of all members of staff to read the detail of the policy and act at all times according to its guidance. Thorough risk assessments and adequate staff/pupil ratios are provided when pupils leave a Federation school's premises.

Schools within the Federation will give a warm and friendly welcome to each pupil on arrival and ensure that they depart safely at the end of each session. When pupils are using the playground they are supervised at all times by an adult on duty. If pupils leave the classroom security to work in other parts of their school, supervision is maintained at all times. If pupils leave the classroom to use the toilet it is the Class Teacher's responsibility to ensure that pupils are accounted for on return to the classroom. Pupils are educated in the importance of staying on their school site at all times unless accompanied by an adult.

It is the responsibility of parents/carers to ensure that they provide correct contact information when requested on a timely basis, to update their school within the Federation if contact information changes, and to know the procedures for handover of their child at the beginning and end of the day. Parents/carers must not leave children unattended before their school doors/gates are opened, unless the school holds written permission for the child to walk to school and walk home from school on their own; see below (This is often the case for older pupils and parents wishing to exercise this right, should contact the school office).

If parents/carers are unable to pick up their child from their school in person, they must alert their school in advance (preferably in writing) of the name of the adult who will do so, and ensure that such persons clearly identify themselves to a member of staff. If the member of staff is concerned that the person collecting the child is not acting on instructions from the parents/carers they will ask for their Headteacher to be summoned to make a final decision on releasing the pupil.

If parents/carers wish their children to walk home alone, this will be a matter for discussion between their Headteacher and parents/carers, based on an understanding of a pupil's age, maturity and previous experience. A 'home-time agreement' will need to be completed (Please see Appendix One for sample form). The relevant Headteacher reserves the right to refuse permission for a pupil to walk home alone depending on the distance and on any concerns the Federation may have at that time.

All pupils must be collected from clubs by an adult unless written permission is given for the pupil to walk home alone.

## **Start and End of Day Arrangements**

### ***Procedures for Blackboys Church of England Primary School***



### **Arrivals:**

- The school gates are closed at all times apart from a short time at the beginning of the school day, 8.40 am – 8.55 am, and at the end of the day 3.10pm – 3.25pm when a member of staff is present. At all other times, entry is via the intercom.
- Pupils should arrive no earlier than 8.40am unless they are attending breakfast club.
- Class 1 pupils line up and are taken into school by a member of staff at 8.50am.
- At 8.50am, the bell is rung and all pupils are instructed to go into their classrooms for a prompt start of the day. The school gate closes at 8:55am
- Late arrivals will require parents/carers to use the intercom and accompany their child/children to Reception to sign the late book.

### **Departures:**

- The school gates will be opened at 3.10pm by a member of staff who will wait at the gate until it is closed.
- Classes 1 and 2 pupils are dismissed by their teachers from outside the door of their classroom directly to their parent/carer. Classes 3, 4 and 5 pupils are dismissed and make their way independently from the cloakroom to the playground where they are collected.
- Parents/carers and children should stay together as they leave the playground
- Pupils attending after-school clubs will be brought to the school gate by the club leader or delegated person for collection.

### ***Procedures for Framfield Church of England Primary School***

#### **Arrivals:**

The school gate will be opened by a member of staff at 8:45am until 8:55am

#### **‘Kiss and Drop Procedure’**

In order to reduce congestion the school and PTFA operate a “Kiss and Drop” system. Pupils who are dropped off by vehicles should follow these safety points:

1. Do not arrive before 8.45am.
2. Drive carefully into the Memorial Hall Car Park as close as possible to the school side gate. Caution should be taken as queueing vehicles are likely.
3. Switch off your engine.
4. Wait for a member of staff/PTFA representative to approach your vehicle.
5. Children should get out on the passenger side and go straight into school with the member of staff/PTFA representative. Children must not run or walk across the car park.

6. Once the child/children are safely out of the car, please drive out of the car park, showing caution and consideration to both other vehicles and other parents/carers crossing the road.

Parents/carers arriving on foot should drop their child/children at the entrance gate to the small playground where they are able to watch them walk into the larger playground where they go straight to their classroom.

### **Departures:**

- The school gate will be opened at 3:15 pm by a member of staff who will wait at the gate until it is closed.
- Pupils are dismissed by their Teachers from their outside classroom doors directly to their parent/carers.
- Parents/carers and children should stay together as they leave the playground/school premises.
- Pupils attending after-school clubs will be brought to the school front entrance door by the club leader or delegated person for collection. Those attending specific sports clubs which use the Memorial Hall will be collected from there as directed.

### **Procedures to be followed by Members of Staff when a Pupil is not collected on time**

If a pupil is not collected from their school within a quarter of an hour of the agreed collection time, the school will take the pupil back inside to Reception and call the contact numbers for the parent or carers. The Class Teacher or other staff member will continue to call the numbers provided. If this continues for an hour or more after pick-up, he/she will call the emergency numbers for this pupil. During this time, the pupil will be safely looked after.

If there is no response from the parents' or carers' contact numbers, or the emergency numbers, by the time the school premises are closing, the relevant Headteacher will:

1. Contact the Single Point of Advice (East Sussex Safeguarding Children Partnership (SCP), who will make emergency arrangements for the child, will arrange for a visit to be made to the child's house and will check with the Police.
2. Make a full written report of the incident.

### **Contact**

Should you have any specific questions relating to the contents of this policy or guidance please do not hesitate to speak to your child's Teacher or their Headteacher.

## **Review**

This policy will be reviewed as it is deemed appropriate, but no less frequently than every two years. The policy review will be undertaken by the Federation's Headteachers and the Governing Body's Policies Working Party.

Appendix One – Home – Time Agreement Form

**St Thomas à Becket Church of England Federation**

**Blackboys C.E. School**  
**School Lane**  
**Blackboys**  
**Uckfield**  
**East Sussex**  
**TN22 5LL**



**Framfield C.E. School**  
**The Street**  
**Framfield**  
**Uckfield**  
**East Sussex**  
**TN22 5NR**

**HOME – TIME AGREEMENT FORM**

I wish to request permission for my child .....

class ..... to walk home from school without supervision by an authorised adult on the following days:

|           | (please tick requested days) |
|-----------|------------------------------|
| Monday    |                              |
| Tuesday   |                              |
| Wednesday |                              |
| Thursday  |                              |
| Friday    |                              |

I understand that this request only applies to my child and should in the event of another child/children having been invited for a “play date” after school the school will not release that child/children from the school premises without authorisation from their parent/carer/guardian.

Signed .....

Date .....

(office use only)

Authorised by: .....  
 (Headteacher)

Date .....

|                                      |  |
|--------------------------------------|--|
| Date Parent/Carer/Guardian Notified: |  |
| Date Arrangement Starts:             |  |
| Date communicated to Teachers:       |  |

Please return completed form to the School Office