

Attendance – appendix

Thrumpton Primary Academy

September 2024

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1 Academy statement

We follow all aspects of attendance guidance outlined in the [Trust Policy](#) and the Trust operational guidance for staff.

In addition to the above we adopt the following local academy specific arrangements:

2 Attendance personnel / key contacts

Staff contacts

2.1 If your child is going to be absent from school you must contact our Office Team before 0915 on the day of absence and every subsequent day of absence following this.

Our office team can be contacted via the following methods:

-By phone: 01777 702092

-By email: office@thrumptonprimary-ac.org.uk

-By Weduc message: To Office

2.2 Any requests for leave of absence should be put in writing to the Principal. Leave of absence will only be granted in exceptional circumstances. It is very unlikely a leave of absence will be granted for the purposes of a family holiday.

2.3 Where a child's attendance becomes a cause for concern, our Family Support Advisor will contact families to explore any support required in order to improve attendance levels.

3 Responsibility for implementing policy in the academy

3.1 The Principal is responsible for implementing the attendance policy at Thrumpton Primary Academy.

3.2 Our School Attendance Lead works alongside the Principal, Family Support Advisor and the rest of the staff team to ensure that all of our children attend school on every day possible.

4 Procedures and support

Our leadership and attendance teams will, in addition to the Trust policy:

4.1 Monitor attendance daily through class teachers and our office team. Weekly reviews of attendance data are used to identify any children whose attendance could be a concern.

4.2 Expect all of our children to 'Be the Best They Can Be'. Good attendance and punctuality is part of 'Being The Best We Can Be' and in line with our school rule 'Be Ready'. This relies on the support of our children's families to encourage this positive attitude to school attendance and punctuality.

4.3 Will ensure that our concerns are shared with families where a child's attendance rate begins to fall and cause concern and do whatever we can to work together as school and home to see improvements in attendance.

4.4 Being Ready and at Thrumpton Primary on time every day is an important part of good attendance. It is important that children arrive at school on time to avoid missing key learning, information and to prevent a negative impact on routines and relationships. Our classroom doors open at 0845. **Our children should be in class by 0850 every morning.** Children arriving after this time will be recorded as late. Punctuality is monitored and may be subject to FPN (fixed penalty notices) for persistent lateness to school. School ends at 1510 and it is expected that families model the same punctuality to collect children at the end of our school day.

4.5 If all avenues of support have been facilitated by the academy, the local authority, and other partners, and the appropriate educational support or placements (e.g., an education, health, and care plan) have been provided but severe absence for unauthorised reasons continues, we recognise that it is likely to constitute neglect and will therefore be treated as a safeguarding issue.

4.5 At 0850 classroom doors are closed. **Any children entering school after this time will need to enter via the main school entrance.** Children will be required to be signed into school at the office by the adult dropping them off. Parents of any child in Year 5 or 6 who walk to school themselves and arrive late, will be notified.

4.6 **Families should notify the school office team by 0915 if their child is to be absent.** From 0930, our Office Team will begin to make first day absence calls to the families of any children who are not present at school and for whom we do not have a genuine reason for school absence. The office team will contact the named contacts for the children provided on data consent forms via Weduc.

4.7 Any initial concerns regarding attendance should be made to:

Our Office Manager and Attendance Lead: 01777 702092 / office@thrumptonprimary-ac.org.uk /

Via Weduc: Office

Where concerns regarding a child's attendance are raised, the following staff may be involved in support to improve attendance rates.

Principal and Family Support Advisor

4.8 Families will be able to access their child's attendance records via Weduc.

5 Working with parents / carers

5.1 It is very important to us at Thrumpton Primary Academy, that school and parents work together as a team to support our children's education and attendance. We aim to build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them.

5.2 Should you require any support, advice or guidance about attendance and punctuality, please let us know so that we can ensure we offer the right support.

6 Rewards and recognition

6.1 We recognise the importance of acknowledging and celebrating good attendance however we also do not penalise children who have been unable to attend due to medical conditions, illness, or other exceptional circumstances. We also value where attendance has shown sustained improvement over time. Whole school attendance rates will be communicated via our weekly newsletter. Post cards home will be awarded to all children achieving 100% attendance each term.

7 Attendance and curriculum

7.1 At Thrumpton Primary Academy, we expect all our children to 'Be the Best They Can Be'. Good attendance and punctuality are part of 'Being the Best We Can Be' and in line with our school rule 'Be Ready'. To 'Be Ready' means to have the right equipment, uniform with you, be on time and have the right attitude to be ready for learning. Our school motto and school rules are reinforced and taught throughout our curriculum every single day.

8 Appendix review

This policy appendix is reviewed annually to reflect national guidance, the Trust overarching policy and local academy strategies to managing attendance.