

Attendance – appendix

Tuxford Primary Academy

September 2023

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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 (Mrs Elaine Wooding and Mrs Alice Storey) before 09:00 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 870482

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

By Weduc : send a message to the School Office

2.2 Any requests for leave of absence should be put in writing to Mrs Tracy Blacknell (Principal). Leave of absence will only be granted in exceptional circumstances. It is 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 (Mrs Julia Farrell) will contact families to explore any support required in order to improve attendance levels.

3 Responsibility for implementing policy in the academy

3.1 Mrs Tracy Blacknell (Principal) is responsible for implementing the attendance policy at Tuxford Primary Academy.

3.2 Mrs Elaine Wooding is our School Attendance Officer. She works alongside Mrs Tracy Blacknel (Principal), Mrs Julia Farrell (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 by class teachers and our office team. When absence becomes a concern the Family Support Advisor is alerted and monitors subsequent attendance.

4.2 Expect all of our children to be 'Preparing for a bright tomorrow' Good attendance and punctuality is part of this. This relies on the support of our children's families to encourage this positive attitude to school attendance and punctuality.

4.3 Work closely with parents and children to overcome any barriers to ensuring good attendance. To support good attendance, parents are able to see their child's attendance on Weduc. The Family support Advisor can signpost parents to support from outside agencies. We have staff trained in bereavement and loss, Emotional Literacy Support and managing medical needs.

4.4

Attendance concern	Action
Where a child's attendance falls below 96% and this is not the result of genuine illness or circumstances...	-Class teachers will speak to families about the reasons for this and any support that may be necessary to support improved attendance rates.
Where a child's attendance falls below 95% and this is not the result of genuine illness or circumstances...	-Our attendance lead will speak to families about the reasons for this and any support that may be necessary to support improved attendance rates.
Where a child's attendance falls below 93% and this is not the result of genuine illness or circumstances...	-An initial concerns letter will be sent home -Families will be invited into school to attend a Targeted Support Meeting. During this meeting a time-bound plan to support improved attendance will be made and any necessary support or signposting will be initiated.
Where child's attendance falls below 90% , they will be classed	-School will continue to work to support the family to improve their child's attendance as above.

as persistently absent . Being persistently absent equates to one or more days of lost schooling every fortnight.	- Where all attempts by the school to improve a child's attendance have been made but there is little or no improvement other options such as Parenting Contracts, Fixed Penalty Notices and Education Supervision Orders will be considered.
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4.5 Being at Tuxford Primary Academy on time every day and being ready to learn is an important part of good attendance. It is important that children arrive at school on time to avoid missing key learning, information and the impact on routines and relationships.

- Children must be in class by 8:50am each day and this is when the register is taken.
- Children will be marked late if they arrive after 9am.
- If the child arrives after 9:15 am when the register has closed that session will be recorded as an unauthorised absence.
- If 10 unauthorised 'lates' are accrued within a 6 week period may result in a Fixed Penalty Notice.

4.6 Delegate responsibility to class teachers to support parents with any initial attendance concerns and should always be the first contact.

If concerns over attendance continue then the Family Support Advisor, Julia Farrell, and the SENDCo, Rachael Cottam, can provide further support. This may be a referral to an outside agency.

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.

4.7 Expect all parents to access their child's attendance on Weduc. It is also reported on the annual report. Any concerns around attendance will also be discussed at termly Parents' Evenings. Alternative arrangements will be made for those parents unable to access Weduc.

4.8 Ensure that each class reports their attendance during our weekly Celebration assembly and the class with the best attendance is awarded the 'Every Day, On Time' award for the week. Individuals who show a sustained improvement in attendance will be recognised appropriately.

5 Working with parents / carers

5.1 It is very important to us at Tuxford 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

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. All children are greeted and welcomed into school and the classroom each day. Children are recognised for good or improving behaviour through individual praise or recognition during our weekly Celebration Assembly.

7 Attendance and curriculum

Good attendance facilitates quality learning and progress; it is a thread that runs through all curriculum areas. The Tuxford Primary Promise refers to 'always trying your best', this includes trying your best to be at school 'Every day, On Time' so that children are ready to learn. Class teachers regularly discuss the importance of attendance and its impact on learning. Class attendance is also a focus at our weekly Celebration Assembly.

8 Appendix review

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