

---

# ATTENDANCE POLICY AND PROCEDURES

---

## Parent Summary



<b>Policy Author:</b>	Mr Gudgeon
<b>Date of Policy:</b>	19 <sup>th</sup> August 2024
<b>Date approved by Governors:</b>	
<b>Next annual review date:</b>	1 <sup>st</sup> September 2025



At Place Farm Primary Academy, we want all pupils to aim for 100% attendance. We set expectations of excellent attendance for all and expect pupils to be in school every day that school is open unless they are too unwell to attend. This is really important so we can give your children the best education we can, and the education that they are entitled to.

Some pupils find it harder than others to attend school and we will work together with parents, carers, guardians, pupils and any relevant partners to remove any barriers getting in the way of pupils attending regularly. Pupils with medical conditions or other circumstances that may at times prevent regular attendance will be fully supported by our school, in partnership, where necessary, with any health or external professionals. Promoting and supporting excellent attendance is everybody's concern within our school and community.

The provision of a calm, orderly, safe, and supportive school where all pupils feel that they belong, and want to be, is of paramount importance to us. We will work together with you to explore and support any child who is finding it difficult to attend school regularly.

## Key Attendance Contacts – Full List

**School Attendance Champion:** [Mr Gudgeon]  
**Telephone number:** [01440 702836]      **Email:** [admin@placefarm.org.uk]

Please see the end of the document ([Appendix 1](#)) for a full list of our school's attendance contacts.

## Why is attending school regularly so important?

Excellent attendance is important for pupils to feel part of the school community and develop a sense of belonging. This supports each pupil's all-round development, mental health, and well-being.

If attendance over the school year is:	...a pupil will miss this many days:	...and this many lessons:
100%	0	0
95%	10	50
90%	19	95
85%	29	145
80%	39	195
75%	49	245
70%	58	290

- If your child is going to be absent from school, it is your responsibility to call the school [01440 702836](tel:01440702836) to report your child's absence before 8:45am on the day of the absence and each subsequent day of absence. We ask that you give full details of the absence and avoid using generic phrases such as "poorly" or "sick" - tell us



what symptoms your child has and when you expect them to be back at school. You must repeat this for every day of absence, unless by prior agreement with the school. This helps us to safeguard your child as we will otherwise not know if they have left home and not arrived at school. We may call you back if we need more information.

- If the school is concerned that your child is missing a lot of school that you are reporting as illness, or an absence has not been reported we will contact you to get more information, try and find out what is happening and discuss whether we can put support in place at school, or support you with referrals for help from other professionals. A home visit may also be conducted where appropriate.

## How do we reward good and improving attendance

We celebrate good and improving attendance through our weekly celebration assemblies, attendance trophy, weekly newsletter and individual recognition letters.

## Absence requests

The law does not grant parents the automatic right to take a child out of school during term time for any reason, including a holiday.

Only in very, very exceptional circumstances will absence requests be authorised.

Any parent/carer wishing to request a leave of absence should complete and return the leave of absence form (see main Attendance Policy) to the school office at least 2 weeks before the first day of the intended absence.

Place Farm Primary Academy, uses the penalty notice procedure for reporting any term time absences to the Local Authority.

## Unauthorised absence

An absence will be unauthorised if your child is absent from school without the permission of the school. Whilst as parents you can provide explanations for absence, it remains the school's decision whether to authorise an absence or not.

Unauthorised absences may include:

- Absences which have never been properly explained
- Pupils who arrive at school too late to get a mark
- Absences for shopping, birthdays, day trips, errands
- Absences whereby parents state they are waiting at home for a washing machine to be mended, or a parcel to be delivered
- Long weekends and holidays in term time (unless in very, very exceptional circumstances as agreed in advance by the school)
  - If a pupil is kept away from school longer than has been agreed -any additional absence will be unauthorised



Unauthorised absences may result in the use of penalty notices or prosecution.

## Support for school attendance

Sometimes your child may not want to attend school. We encourage parents and pupils to be open and honest with us about the reasons for absence. If your child does not want to attend school, it is never better to cover up their absence or give in to pressure to let your child stay at home. This can give the impression to your child that attendance does not matter and can make things worse. As a school, we need to understand the reasons why your child may not want to attend school so we can support you and your child in the best way possible.

If this is the case, in the first instance, it is best to inform the school office explaining why your child may not want to attend school. This information will then be passed onto a member of the Attendance/ Senior Leadership Team.

For pupils with medical conditions or other circumstances that may at times prevent regular attendance we will fully support each pupil to be able to attend as much as possible. Our school will use an individual health care plan and will work alongside other relevant professionals such as health colleagues, and yourselves, to best support this.

If this is the case, in the first instance, it is best to inform the school office why your child may not be able to attend school. They will then pass this information onto a member of the Attendance/ Senior Leadership Team.

If our school is unable to work in partnership with you as parents, we may refer to the Local Authority. We will only ever do this if everything else has failed. We hope as parents you will work with us to best support your child so this does not need to happen.

If our school has any safeguarding concerns about a pupil who is absent, we will share information with other agencies as we deem necessary to ensure a child's safety and well-being.

At Place Farm Primary Academy we want your child to thrive, be able to achieve their potential and be happy. School attendance is foundational for academic success, personal development, and for future opportunities and at Place Farm Primary Academy we want to support all our families to ensure that every pupil can make the most of their time at our school.



---

# APPENDIX 1

---

## Key Attendance Contacts – Full List

Below is a list of our key contacts for Attendance Support out our school. We will keep this document up-to-date and it will reflect staff changes when they happen. If you have printed this document, please see our school website for the most up-to-date version of this document.

**School Attendance Champion:** Mr Gudgeon  
**Telephone number:** 01440 702836      **Email:** admin@placefarm.org.uk

**School Attendance Officer Name:** Miss Moore  
**Telephone number:** 01440 702836      **Email:** admin@placefarm.org.uk

**Children and Family Support Manager:** Mrs Bavester  
**Telephone number:** 01440 702836      **Email:** admin@placefarm.org.uk

**SENCo Name:** Mrs Kidd  
**Telephone number:** 01440 702836      **Email:** admin@placefarm.org.uk