

**Thrunscoe Primary and Nursery Academy,**  
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Website: [www.thrunscoeacademy.co.uk](http://www.thrunscoeacademy.co.uk)  
Headteacher: Mr S. P. Bate B Ed (Hons), NPQH  
Chair of Governors: Mr R. H. Sperr



9<sup>th</sup> September 2024

### **ATTENDANCE AND PUNCTUALITY AT THRUNSCOE ACADEMY**

Dear Parent / Carers,

As an Academy, we are working hard to ensure that attendance within the Academy is above national figures to ensure that our children get the very best start to their education (academically, emotionally, physically and socially).

#### **The importance of regular attendance and punctuality**

Consistent school attendance allows your child to:

- Fully engage in learning and make academic progress
- Develop critical social skills by interacting with their friends and teachers
- Grow in confidence in a supportive and nurturing school environment
- Build a sense of routine and responsibility, essential for future success

#### **Attendance support**

- We understand that some pupils may face challenges that impact their attendance. Our Academy's attendance team is here to provide support and guidance to pupils and families in such situations. If you encounter any difficulties related to attendance, please do reach out to **Mr S P Bate** (Headteacher), **Mrs K Allen** (DSL) or **Miss E Garner** (Academy Attendance Welfare Officer) on 01472 320781

#### **Acceptable reasons for absence**

We recognise that there are circumstances where a pupil's absence can't be avoided. Acceptable reasons for being absent from school include:

- **Illness:** when your child is unwell, either physically or mentally, and unable to attend school <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>
- **Medical appointments:** if your child has a medical appointment *that cannot be scheduled outside school hours*, please notify us in advance and **provide relevant documentation (e.g. an appointment card)**
- **Religious observance:** we respect the diverse cultural and religious backgrounds of our pupils. If your child needs to be absent for religious observance, please submit a request and the Headteacher will review it
- **Exceptional circumstances:** in exceptional situations, such as family emergencies or unforeseen events, please contact the school immediately to discuss the absence

### How to report unplanned absences

In the event of an unplanned absence, we ask that you follow these steps:

1. **Contact the Academy:** on the day of the absence, please call the Academy office before 9am to inform us of your child's absence via 01472 320781 or [office@thrunscoe.academy](mailto:office@thrunscoe.academy) if not able to speak to someone.
2. **Provide a reason for absence:** please provide a brief explanation for the absence, such as illness or family emergency, to help us maintain accurate records and inform us of an expected return time.
3. **For absences longer than a day:** you should call the Academy every day to update us.

### How to report planned absences

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, by completing the leave of absence request form, available from the main reception area or via the academy website -

<https://www.thruncscoeacademy.co.uk/parent-information/downloadable-forms> .

The headteacher may require evidence to support any request for leave of absence.

The academy cannot grant a leave of absence retrospectively; all applications must be made in advance.

Term-time holidays are generally not permitted during the school year. Absences due to term-time holidays are disruptive to learning and lead to missed opportunities in the classroom.

However, we recognise that there may be exceptional circumstances that require a term-time holiday. In such rare cases, please submit a formal request to the headteacher well in advance. The headteacher will carefully consider each request and, if deemed appropriate and in the best interest of the child, may grant permission for the term-time holiday.

We emphasise that such instances will only be considered on a discretionary basis, and the decision will be made with the pupil's educational welfare as the utmost priority. We appreciate your co-operation and understanding regarding our approach to term-time holidays.

### Sanctions for unauthorised absence

The headteacher may issue a fine (known as a fixed-penalty notice) for unauthorised absence. If issued with one, you'll need to pay this directly to the local authority – £80 within 21 days, or £160 within 28 days.

The decision whether to issue a fine will take into account whether the national threshold has been met – namely 10 sessions of unauthorised absence in a rolling period of 10 school weeks – as well as other factors. Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice for each child.

Before a fine is issued, you may receive a notice to improve to give you a chance to engage with support.



2022-2025

Pupils whose attendance is 90% or less are classed as **PERSISTENTLY ABSENT**. In cases of persistent absence (without medical evidence) and/or persistent lateness, we will ask our Attendance Welfare Officer to become involved (home visits, phone calls etc). Meetings will be held with parents/carers and a formal monitoring period will be set with expected targets.

### **Punctuality**

It is important for every pupil to arrive on time to the academy. The academy day starts promptly at 8:50am. The academy classroom doors are open from 8:40am. Please ensure pupils are settled in their classrooms in time for the start of lessons.

All our term dates can be found on our website [www.thruncoeacademy.co.uk](http://www.thruncoeacademy.co.uk) under parent and visitor information. If you have children at more than one school, it is worth checking the dates as these vary at different schools.

If your child's attendance and/or punctuality is becoming a concern, **we will quickly contact you**. We will work together to improve your child's attendance and put into place interventions to support you and address these issues.

### **Rewards for good attendance:**

- We have a number of **rewards in place for children** who achieve good attendance.
- We have also introduced **rewards for parents / carers** who ensure their child achieves good attendance.

### **WEEKLY:**

- Each week we will run a weekly attendance lottery in our whole Academy 'Celebration Assembly'. If a child's lottery ball is chosen in the draw, and they achieved 100% attendance for the previous week, they will win a £10 TESCO voucher. If the child chosen didn't achieve 100% attendance the previous week, then the prize will roll over to the following week - so there would be £20 to be won. And so on and so on as the week's progress. Pupils' names will only ever be mentioned if they win.
- The highest attending class for each week will win the weekly attendance cup – this will be filled with treats to share amongst the class. The class will also gain an extra 10 minute break.
- We will report back to pupils during the weekly celebration assembly how we are doing with our attendance.

### **TERMLY:**

- At the end of a full-term (every 12-14 weeks, depending on the length of a full-term) any child with an overall attendance figure of 95% or more will be entered into a full term draw.
- Full-term draw below:



## TESCO VOUCHERS

1st prize: £50 for the child and £50 for their parents / carers;

2nd prize: £30 for the child and £30 for their parents / carers;

3rd prize: £20 for the child and £20 for their parents / carers.

- Any child who gets 100% attendance for an entire full-term (12-14 weeks) will receive a 100% certificate.
- The highest attending class for each term will win a termly prize i.e. a film and food ordered in etc.

## YEARLY

- At the end of each academic year, any child that has achieved an overall attendance figure of 95% or more will be entered into the end of year draw where they could win a brand new bicycle. There will be 3 bicycles to be won.
- Any pupil achieving 100% attendance for the entire year will receive a certificate, an attendance medal and a £10 voucher.

If you would like to discuss how to improve your child's attendance, please be assured that we are here to help and want to do whatever we can to support you.

If you have any questions or concerns, please do not hesitate to contact us.

With your support, we truly believe that we can continue to improve our attendance even further and provide our children with the best possible start.

Kindest regards



Mr S P Bate

(Headteacher)

