

Thrunscoe Primary and Nursery Academy,
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Headteacher: Mr S. P. Bate B Ed (Hons), NPQH
Chair of Governors: Mr R. H. Sperr



11/09/23

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 the national average of 95%; we understand that attendance impacts on your child's self-esteem, their social / emotional development and their academic progress and outcomes.

We have a number of **rewards in place for children** who achieve full attendance.

We have also introduced **rewards for parents / carers** who ensure their child achieves full attendance.

THRUNSCOE ATTENDANCE REWARDS EXPLAINED:

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 weeks 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 ie 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.

We strongly encourage 100% attendance in each and every one of our pupils. It is integral to their success.

HOLIDAYS TAKEN DURING TERM TIME

Government legislation states that holidays taken in term time are not to be authorised. Unless there are exceptional circumstances, they will not be authorised and fines will be issued.

Unauthorised absence can result in the Education Welfare Service being notified and Penalty Notices being issued. A Penalty Notice is a fine of £60 which is issued to **each parent /carer for each child** taken out of the academy. If the fine is not paid within the first 21 days, it increases to £120. If the Penalty Notice remains unpaid this could lead to prosecution through the Magistrates' Court.

In order to assist families in taking cheaper holidays outside of the peak summer season, we have structured our academic year so that there is a two week break in October as well as at the end of May/beginning of June.

Parents/Carers do not have any entitlement to take their children on holiday during term time. Headteachers cannot grant any leave of absence during term time unless they are satisfied there are exceptional circumstances. **Please note, family weddings and shift pattern work are not deemed exceptional.**

Any application for leave of absence during term time must be completed in advance and the request discussed with the Headteacher. Failure to do so will result in the absence being unauthorised. Forms are available from reception or from our website.



2022-2025

Each request will be considered on a case by case basis. If the leave is not considered to be exceptional, it will be unauthorised.

ABSENCE PROCEDURES

Whilst we recognise that some of our pupils have underlying medical conditions and there are genuine illnesses circulating throughout the year, please ensure you are only allowing your child to be absent if absolutely necessary. Pupils should return to school swiftly after illness rather than missing many days of education. Children can be brought to school during the course of the day if they are initially unwell but later improve – don't feel you have to keep them off for the entire day, if you think they are well enough to be at school.

However, children suffering with infectious viruses such as diarrhoea/sickness bugs should be absent at least 48 hours to stop the spread of these. If you are unsure of the required length of absence for a particular illness, please check with the academy office.

If your child is absent on the grounds of ill health please telephone the academy or speak to a member of the academy staff **on each day of absence by 9am**. If you are unable to get through, please email: office@thrunscoe.academy ; we may call you to discuss the absence further.

We appreciate that absence for some medical appointments is unavoidable but request that any non-urgent appointments (IE dental check-ups / Optician tests) be made outside of academy hours when teaching is taking place. If your child has an upcoming medical appointment, evidence must be provided and given to the academy office before the appointment is attended. Where evidence cannot be provided, an attendance "passport" should be obtained from reception which should be signed and stamped by medical practitioners as proof of appointment.

Absence for the treatment of head lice will be authorised for half a day. Attendance is expected straight after treatment.

PUNCTUALITY

It is important for every pupil to arrive on time to the academy. The academy day starts promptly at 8:50am. The academy 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.thrunscocoeacademy.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 problem, **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.



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 Education 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.

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 achieve our highest attendance in recent years and provide our children with the best possible start to their learning.

Kindest regards



Mr S P Bate

(Headteacher)



2022-2025