

Attendance Policy Appendix



Thorpedene Primary School

<i>Review date</i>	September 2025
<i>Reviewed by</i>	I. Hamilton
<i>Next review date</i>	September 2026

3.5 The School Attendance Officer

The school attendance officer is Mrs R.Davis and can be contacted via email office@thorpedene.secat.co.uk or phone 01702 582225.

3.8: Parents

Parents/carers must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health.

The school can be informed of the absence by:

- Contacting the school office on 01702 582225 from 8.30am
- Email the school office office@thorpedene.secat.co.uk
- Report an absence through the MyChildAtSchool app (MCAS)

Parents/carers can inform the school of an absence for a medical/dental appointment via the SchoolOffice.

If parents/carers need any support guidance on their child's attendance in school, please contact a member of the school office team on 01702 582225 or email office@thorpedene.secat.co.uk

Please note:

Sickness & Diarrhea Bugs

The school has a 48-hour policy if your child has a sickness/diarrhea bug. This means your child can return to school 48 hours after the last episode and providing they are fully recovered. If your child has been sick due to, for example, eating too quickly or coughing, there is no reason for them to be absent from school.

4.1: Attendance Register

- The school day starts at 8.45am for all children and finishes at 3.15pm for all children in Reception to Year 6.
- The Nursery opens for the morning session between 8.30am and 11.30am and between 12.30pm and 3.30pm for the afternoon session.
- The register for the first session will be taken at 8.45am and will be kept open until 9.15am.
- The register for the second session will be taken at 12.45pm for EYFS, 1.00pm for KS1 and 1.30pm for KS2.
- Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information on BromCom.

4.3: Planned absence

- Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school **in advance** of the appointment.
- Parents can notify the school of a medical or dental appointment by
 - Contacting the school office on 01702 582225 from 8.30am
 - Email the school office office@thorpedene.secat.co.uk
 - Report an absence through the MyChildAtSchool app (MCAS)
- Parents/carers must notify the school of:

- the reason for the absence
- the length of their absence
- when the child is expected to return to school

We encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

6: Strategies for Promoting Attendance

- Pupils will be updated with attendance progress in weekly assemblies and display boards.
- Half termly reward for the class in each Key Stage with the highest attendance
- Rewards for 100% attendance for the year
- Weekly celebration on the school newsletter

7.1 Pupils absent due to complex barriers to attendance

- Headteacher, parents, class teacher and SENCO will meet to identify the barriers to good school attendance. If appropriate, the child's views will also be gathered.
- School-based interventions may be offered
- External Interventions may be offered: referrals to external agencies
- A home-school book may be established to maintain clear communication between the parents and the school staff
- Support offered from the Inclusion team

7.2 Pupils absent due to mental or physical ill health or SEND

- Headteacher, parents, class teacher and SENCO will meet to identify the barriers to good school attendance. If appropriate, the child's views will also be gathered.
- Inclusion team members to work as a key adult for the child and the family
- School-based interventions may be offered
- External Interventions may be offered: referrals to external agencies
- A home-school book may be established to maintain clear communication between the parents and the class staff
- Parents will be signposted to local support groups

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

7.3 Pupils returning to school after a lengthy or unavoidable period of absence

- As soon as parents have informed the school of the expected date of return:
- Class teacher will organise a welcome pack back for the child to receive before they return. It may include: messages from the class, timetable for their first day back, a reading book
- Attendance Officer will meet with the parents (and child if appropriate) in advance of the first day to discuss expectations, reasonable adjustments and individual health care plans that may be in place
- Soft start: parents/child will be given the option to arrive through the school office, where the child will be welcomed by an adult known to them.
- Inclusion team member will support on return.
- A home-school book may be established to maintain clear communication between the parents and the class staff

