

Student Absence Procedure

Each day your child is absent from school, please inform the school by 9:00am by calling school or leaving a message



Direct Line: 01827 896424

Absence Line: (Option 1 on Switchboard)

Please ensure you state your child's full name class and reason for absence.

If you fail to notify the school of the reasoning behind your child's absence, you will receive a message asking you to contact the school.

Failure to contact the school will result in a call from our Safeguarding Officer. If our Safeguarding Officer is still unable to make contact a welfare check home visit could be conducted as part of our safeguarding procedures.

All other home visits will be carried out on the third or fourth day of any absence. These visits will occur for both pre-planned and unplanned absences. These are supportive visits.

Medical Appointments



Whenever possible, please make all medical appointments at the end of the school day or outside school hours. If an appointment is made in school time, your child should come to school first and/or return after their appointment.

Please talk to us if your child has a chronic or long term illness as there are a number of ways your child can maintain some education.

Support

Our Attendance Team will work with families to support good attendance. We have a supportive and inclusive provision alongside a wide range of strategies to support our students and families in overcoming any barriers to good attendance.

Rewards

Each class has an 'attendance award' display whereby each letter is filled when there is full attendance that day. When the 'attendance award' lettering is completed, the class will earn a star and a reward e.g. extra break time.

At the end of each term, all children who have achieved 96%+ attendance get their name put into a draw, one for KS1 and one for KS2. If their name is drawn, they receive an Amazon fire tablet.



THREE PEAKS PRIMARY ACADEMY
Creative Education Trust

ATTENDANCE MATTERS

Useful Contacts

Safeguarding Officer

Mrs Michelle Darlaston

01827 896424

michelle.darlaston@threepeaksacademy.org.uk

Headteacher

Mr Richard Penn-Bourton

01827 896424

richard.penn-bourton@threepeaksacademy.org.uk

Attendance

At Three Peaks Primary Academy we know that excellent attendance is key to a successful education. We strive to ensure your child has the opportunity to reach their full potential and help to give them the best possible start in life. In order to achieve this all students attendance should be at least 96% over the course of their time at Three Peaks.

0 days absence	100% Attendance Outstanding
4 days absence	98% Attendance Impressive
7 days absence	96% Attendance On Target
9 days absence	95% Attendance Needs Improvement
13 days absence	93% Attendance Concerns
19 days absence	90% Attendance Very Concerned
29 days absence	85% Attendance Serious Concerns

When a student's attendance falls below 90% they are classed as being persistently absent; this equates to an average of 1 day each fortnight.

What the law says?

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

Absence

Authorised Absence: a reason is given for absence that is considered acceptable by the school and Department of Education

Unauthorised absence - no reason is given or the reason does not meet the criteria for authorising the absence.

Authorised Absence	Unauthorised Absence
Illness	Holiday
Religious Observance	Parent illness
Out of school programmes (evidence will be required)	Sickness longer than 4 days (unless supported by medical evidence)
Bereavement	Refusal to attend school

Leave of Absence

The Academy does not authorise leave of absence during term time, including for family holidays, unless there are exceptional circumstances. Any period of unauthorised absence may result in you, as a parent, receiving a fixed penalty notice fine.

Lateness adds up to lost learning



If you are 5 minutes late every day it adds up to over 3 days lost each year



15 minutes late is the same as being absent for 2 weeks.