
ATTENDANCE POLICY AND PROCEDURES

Parent Summary



Policy Author:	Abbots Green Academy
Date of Policy:	December 2024
Date approved by Governors:	March 2025
Next annual review date:	<p>Next formal review due by: August 2026</p> <p>However, this policy is subject to regular evaluation and may be updated at any time if feedback from students/parents/staff, impact evaluation or national or local updates mean we need to change our current policy.</p>

At Abbots Green 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	Mrs Yeaman
Telephone number: 01284 718818	Email Office@abbotsgreenacademy.co.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

Early communication is welcomed for all absences which must be relayed to the office before 9am. This can be by telephone, email, directly to the school office or a verbal communication with the admin team. The school must be informed every day of your child's absence

If we have received no communication, then first time calling will commence at 8.40am after registration has closed. Phone calls will be made to all contacts on Arbor starting with your first. Text messages will be sent and then an email if no response is received. Home visits will be carried out should no response from any contacts be made. This is to ensure we can support our families with any needs with safeguarding our pupils at the core of all that we do (at the discretion of the head teacher and safeguarding team).

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 absence (outside of illness) must be recorded on a Leave of Absence and handed (or emailed) to the school office. We require at least 14 days to process, and a letter will be sent via Arbor with a decision.

[Insert your own school expectations regarding requesting absence etc. here]

The Government does not allow authorisation of absences for holidays a fixed penalty notice will be issued if the absence is more than 10 sessions (5 days)

If issued with a fine, or penalty notice, each parent/carer must pay £80 within 21 days or £160 within 28 days. From the 2024 to 2025 school year, each parents will only get up to 2 fines for the same child in a 3 year period. If you get a second fine in 3 years it will be £160. If your child is off school 3 or more times within the 3 years you will not be fined but may be taken to Court. The payment must be made directly 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
- 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.

Please ring the school office on 01284 718818 in the first instance and either leave a message on the absence line or speak with the attendance officer who will pass this onto the relevant member of staff.

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 plan and will work alongside other relevant professionals such as health colleagues, and yourselves, to best support this.

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 Abbots Green 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 Abbots Green 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 Mrs Yeaman
Telephone number: 01284 718818 **Email:** Office@abbotsgreenacademy.co.uk

School Attendance Officer : Mrs Loker-Steele/ Mrs Chapman
Telephone number: 01284 718818 **Email:** Office@abbotsgreenacademy.co.uk

Pastoral Support Lead:
Ms Harvey/Mrs Goodenough
Telephone number: 01284 718818 **Email:** Office@abbotsgreenacademy.co.uk

Deputy Head Name: Mrs Uttley
Telephone number: 01284 718818 **Email:** Office@abbotsgreenacademy.co.uk