



Abbots Green Academy

A step by step guide to supporting a positive attendance mindset

As we strive for excellence in our attendance follow our three simple steps.

1. Each day we arrive at school on time

- School gates open at 8:30am
- Registration 8:30-8:40am (in all classes)
- Arrival after 8:40- 9:05am is recorded as late
- Arrival after 9:06 is recorded as Unauthorised

Gates are closed **promptly at 8:40am** as registers are closed at this time.

If your child arrives after 8.40am, please attend the school office to sign your child into school – this ensures that we have a record that your child is present in school in the event of an emergency evacuation and ensures that their lunch requirements are noted. Children in Year 6 must sign themselves into school at the school office if their parent is not present on school site. The parent will then receive a text notifying them that their child arrived late to school.

2. Communication

We welcome **early** communication of any absence in the following ways:

- All absences must be relayed to the office before 9am. This can be by telephone/ email to the school office or a verbal conversation with the admin team. The school must be informed EVERYDAY of your child's absence
- First time calling will commence at 8:40am after registration has closed
- Phone calls to all contacts starting with your first
- Text message to all contacts
- Email if still no response
- 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.)

3. Aim high and give it a go!

Whilst we fully understand pupils can be very unwell, we would always welcome a child coming to school to 'give it a go!' If we feel your child is unwell at any point in the day we will call you to inform you of this.



Requests for Absence during term time

Any absence (outside of illness) must be recorded on a Leave of Absence and handed into the school office, at your earliest convenience or two weeks before the absence.

We require at least 14 days to process, and a letter will be sent via Arbor with a decision.

The government does not allow authorisation of absences for holidays and 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 parent 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 LA

We will do our utmost to support you to improve the attendance of your child without using legal intervention and will make ourselves available to discuss any concerns and barriers and work in partnership with you, to resolve them.

At Abbots Green Academy we aim for 97%, a child who has 95% attendance at the end of the school year has missed 10 days of schooling.

We know that every child's attendance can dip at certain times in their school career. It is our job to monitor this, talk to you and offer support or to enforce the statutory duty afforded us by the Government if this is needed. The letters and meetings are meant as support and assurance for both sides.

Attendance is important for every lesson, every day.

