



Attendance Expectations and Procedures

At our schools, we believe that regular attendance is one of the most important factors in helping children achieve their full potential. We encourage all pupils to aim for an attendance rate of at least 95%, enabling them to benefit fully from their education and school experiences.

We monitor attendance and punctuality closely to ensure that children receive the support they need. Where attendance or punctuality becomes a concern, we will work with families to understand any challenges and explore ways in which the school may be able to provide support. This may include arranging a meeting to discuss attendance and identify any appropriate actions or assistance.

Please see the information below outlining action taken for each group of attendance category:

95% - 100%	Excellent – no action taken
90% - 94%	Close monitoring and invitation to a meeting. Medical evidence may also be required to authorise future absences – any absence not relating to illness will automatically be unauthorised
Below 90% - Persistent Absence (PA)	PN (penalty notice) warning (Notice to Improve) PN request to be submitted to LCC for prosecution

****Lates are monitored closely and should your child attend late on a regular basis, you will be invited to attend a meeting****

In summary, please see the below timeline in relation to poor attendance:

1. Invitation to a meeting (parent and student support meeting)
2. Should there be no improvement after the meeting, a 'Notice to Improve' letter will be issued – you will be asked to provide medical evidence for all future illness related absences in order for them to be authorised – anything other than illness will be automatically unauthorised
3. If there is still no improvement, a final legal warning will be issued and a Penalty Notice request will be submitted to Lincolnshire County Council Legal Department – you may be summoned before a Magistrates Court for the alleged offence of not sending your child regularly (and punctually) to school in accordance with the requirements of the Education Act 1996



Reasons for Absences

Please be advised that only genuine reasons for absence will be authorised. Reasons such as the following will not be authorised:

- Mum/dad poorly
- Headlice
- Tiredness

Reminders:

- If your child has sickness or diarrhoea, we ask that they are absent for 48 hours (2 full days clear) before returning to school
- Medical evidence will be requested for an illness related absence that goes on for 4 days or more (evidence can be prescribed medication, a doctor's appointment, doctor's note etc).

Safe and Well Checks/Home Visits

If your child does not attend school, and we do not receive a reason why - a member of the safeguarding team may come to your home to ascertain why. This is called a 'safe and well check'. If your child has been absent from school and does not return on the third consecutive day, a safe and well check will be carried out by a member of the safeguarding team (regardless of whether you have informed school why your child is absent).

Please appreciate that we have a duty of care to the children who are a part of our school, and the safeguarding procedure is in place to make sure children are kept safe.

How to Inform the Office of an Absence

Telephone/voicemail/email - ***For local arrangements and contact details, please check with your child's school.***

When leaving a message via the above methods, please ensure that you are specific as to why your child is absent e.g. temperature, sickness etc. Terms such as unwell, poorly, under the weather etc will not be accepted, and we will contact you to obtain the 'reason for absence' asking you to be more specific. If the illness is not elaborated on, the absence will be recorded as unauthorised.

Punctuality

Arriving to School

The school gates are open between - ***for local arrangements and contact details, please check with your child's school.***

Any child who arrives after this time will be marked as late in the register.

A child who arrives late to school and comes in via the office may feel very anxious about walking into their class, especially when their friends are settled and ready to start the day. Children who arrive late miss out on the start of the day, which includes group work, instructions for the day etc. Children need to be in school on time and arrive via the appropriate classroom door. This promotes routine and stability.



Collection at Home Time

Please ensure that your child is collected promptly at home time. Collection is between **for local arrangements and contact details, please check with your child's school.** Should you be running late, please let the office know as soon as possible. We record late collections and late arrivals, and if it becomes a regular occurrence, you will be invited into school for a meeting to ascertain why.

Holidays

Family holidays during term time will under no circumstances be authorised. If your child's attendance is below 95%, a Penalty Notice request will be issued to LCC.

Holidays and leave for any other reason during term time should be applied for using the absence request form.

We ask that parents/carers are truthful about holidays. If you have informed us that your child is poorly, please be reminded that a home visit is conducted on the 3rd day of absence. When the home visit is made, and we do not get a response, this is a cause for concern, and the police may be contacted to make a welfare check. This will be recorded by the school and the police. Also, if you do not apply for the holiday via the correct procedure, this is an automatic fine.

Medical Appointments – Doctors, Dentist, Hospital

Whilst we ask to preferably arrange medical appointments for out of school hours, we do understand that it can sometimes be unavoidable. Please follow the procedures below:

Please ALWAYS inform the office of the appointment in advance – via telephone. Evidence must also be provided for the absence to be authorised:	
For hospital appointments	Provide school with a copy of the letter
For doctor or dentist appointments	Provide school with a screenshot of the appointment text, photo of the appointment card, or ask for compliments slip confirming the attendance to the appointment from the doctor/dentist/nurse etc

Evidence can either be brought to the office for photocopying or emailed (by taking a screenshot and attaching it to an email) to the following email address: **for local arrangements and contact details, please check with your child's school.**

Absences for parent/sibling appointments will not be authorised.

Please be advised that a whole day should not be taken for an appointment e.g. if the appointment is at 11am, your child should attend for the morning session and then return to school afterwards, unless there are exceptional circumstances that have been agreed to prior.



Infinity Academies Trust

Ready to learn; Prepared to flourish.

Whilst we understand that some absences are unavoidable due to illness or exceptional circumstances, we would like to work in partnership with families to ensure that every child has the best possible opportunity to succeed at school. Regular attendance and punctuality play a vital role in your child's learning, wellbeing and sense of belonging within the school community.

If you are experiencing any difficulties that may be affecting your child's attendance, please do not hesitate to contact your child's school. Our aim is to offer guidance, support and practical solutions wherever possible, helping families to address any barriers to regular attendance before concerns become more significant.

By working together, we can support your child to achieve their full potential, maintain positive friendships and make the most of every learning opportunity. We appreciate your ongoing cooperation and commitment to your child's education.

Best Wishes

Gavin Booth

CEO

Infinity Academies Trust

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