

## Appendix A - Academy Specific Information

<b>Name of Academy / School:</b>	Mears Ashby CE Primary
<b>Name of Person at the Academy with Responsibility for Strategic Approach to Attendance:</b>	Liz Crofts (EHT)
<b>Name of Member of Staff to Contact regarding Absence on a Day-to-Day Basis:</b>	Please contact school office.
<b>Name of Member of Staff to Contact for More Detailed Support on Attendance:</b>	Please contact school office.

### Vision and Values:

Jesus said, "I have come that they may have life, and have it in all its fullness." (John 10:10)

Our school values are: Love, Courage, Friendship, Trust, Perseverance and Compassion

### Times:

<b>Registration session opens:</b>	<b>08.55</b>
<b>Register closes:</b>	<b>09.25</b>
<b>Afternoon Session start time:</b>	<b>13.00</b>

### Promoting and Incentivising Good Attendance:

In our academy we ensure that all pupils understand the importance of good attendance at school by discussing this in our PSHE and Collective Worship sessions. Our vision of 'life in all its fullness' underpins the high expectation that we have of pupils attending school to maximise their life chances.

### Process for Notification of Unplanned Absence:

Please notify the office by calling 01604 810063 (option 1) to report any unplanned absence. Your message should include the child's name and class and details of the reason for absence, including the nature of any illness, and the probable return date. Please ensure we have received a message before 9.30am.

### Procedure for Dealing with Unexplained Absence:

If we have not received a message from you by 9.30am we will call you to find out the reason for absence. We will try any contact number we have recorded for the child. We will leave a message and follow up with an email if we are unable to make contact. We will attempt a further call / email the next day if contact has not been made. If we have not heard from you on the third day, we will visit your home address (and/or the address that we believe the child to be) and attempt to see the child in person. Should we fail to make contact, we will consider the child to be missing from

education. We will contact the Local Authority (Child Missing in Education Team and Multi-Agency Safeguarding Hub) and the Police.

### **Procedure for Lateness:**

If a child arrives after the gates are closed, they should report to the office. They will be marked as late on the register if they arrive before the register closes. If they arrive after the register has closed, they will be marked as 'Unauthorised Absence'. Persistent lateness will be monitored and may involve further meetings with the Head of School and targets being set.

### **Procedure for Requesting Leave of Absence:**

We are unable to authorise leave of absence other than in exceptional circumstances. You may complete a Special Leave form (available from the office) should you know that your child will be unable to attend school. Absence may be authorised for circumstances such as attending dance / music exams during school time. Family holidays will never be authorised. Persistent unauthorised absence will be referred to the Local Authority for a fine to be issued.