

# Absence Reporting policy

Redgate Primary Academy  
September 2024

**Contents**

- 1. Introduction ..... 3
- 2. Parental requirements ..... 3
- 3. Working with families and children to improve attendance..... 3
- 4. Some simple tips that can help with attendance include:..... 4
- 5. Holidays ..... 4

## 1. Introduction

At Redgate Primary Academy, we expect the highest levels of attendance possible to ensure children continue to progress and enjoy their education. Our aim is to have all children achieve a minimum of 95% attendance and ultimately aim for 100% attendance and punctuality.

Please refer to the academy Attendance Policy [RPA - Attendance Policy](#)

The information below should help parents/carers to support their child to ensure we achieve the highest possible attendance levels.

## 2. Parental requirements

All parents/carers of our children should:

- provide the academy with up to date contact details
- ensure their child attends the academy regularly and punctually, as is their legal duty as parents – it is always better for a child to attend late than not at all
- contact the academy on the first and each subsequent day of any absence (by 10am on the first date), unless a definite date of return is known ensure their child arrives on time and well prepared for the academy day
- contact the academy whenever any problems occur that may affect their child's attendance or performance

## 3. Working with families and children to improve attendance

Where there is a pattern of regular absence, lateness or poor attendance, the academy will work with families to best support them to improve this situation. This will include being invited to meet with the Principal to come up with an improvement plan – if attendance/punctuality still doesn't improve this could lead to your child's records being passed to the Local Authority or Social Care, who will take appropriate action (for example a fixed penalty notice fine of £60).

#### 4. Some simple tips that can help with attendance include:

- Establishing a good bedtime routine
- Make sure children go to bed to sleep and not be distracted by TVs or computer games.
- Set an alarm clock
- Allow plenty of time to get to the academy / your bus pick up point in a morning
- Make arrangements with family or friends to help or share the responsibility especially if you have more than one school to go to
- Talk to your child's teacher or the Principal if you have problems getting your child to the academy on time.

#### 5. Holidays

Parents/carers are not entitled to remove children from the academy for holidays or for any other reason as a right. The academy will not automatically authorise holidays simply on the grounds of a parent/carer being unable to take time off from their employment during the academy's holidays.

Each request will be looked at individually and a decision based around whether the holiday is in the best interest of the child and their family.

We will not authorise absence during term time unless there are exceptional circumstances.

These circumstances are:

- where families are service personnel where a family needs to spend time together to support each other during/after a crisis other compassionate circumstances confidentially shared with the academy where a student has been offered an exceptional opportunity outside of the academy
- Parents/carers may apply for exceptional leave of absence by writing to the Principal at least four weeks before the planned absence (including before the planned holiday is booked).

- Holidays will not be granted retrospectively, based on an existing booking. The application form must outline precisely what the exceptional circumstances are.
- Local Authority Code of Conduct for issuing of Fixed Penalty Notices will be followed in cases of holidays taken without prior authorisation

The academy's policy on attendance is regulated by the Diverse Academies policy, <https://www.diverseacademies.org.uk/wp-content/uploads/sites/25/2020/03/Attendance.pdf> and is aligned with Nottinghamshire County Council's guidelines. To understand these guidelines further, please follow the link <https://www.nottinghamshire.gov.uk/education/school-holidays-andclosures/holidays-duringtermtime>