

Attendance and Punctuality at TGPA St James



Tudor Grange Primary Academy
St James

1st October 2025

Dear Parents/Carers

As an Academy we take attendance and punctuality very seriously and therefore would like to remind you of our expectations and procedures. Whilst support will be provided for children who may require additional help, these expectations apply to **all** pupils, including those with a special educational need or a disability (SEND).

Absences Procedure

If your child is ill and unable to attend school, a parent/carer must telephone the office first thing in the morning, on every day of absence. It is usually appropriate for parents/carers to send their children to school with mild illnesses or general cold symptoms such as a minor cough, runny nose or sore throat. However, children should not be sent to school if they have a temperature of 38°C or above. We would encourage you to refer to the NHS guidance '[Is my child too ill for school?](https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/)' (www.nhs.uk/live-well/is-my-child-too-ill-for-school/)

Please notify the office of any infectious or contagious illness occurring in the household of a pupil. In such cases, a pupil should not attend the Academy until the incubation period has passed or a medical certificate has been submitted indicating that they are permitted to return.

Some children may be anxious about attending school. Worry and mild or moderate anxiety, whilst sometimes difficult emotions, can be a normal part of growing up for many children and young people and being in school can often help alleviate the underlying issues. Absence from school is likely to heighten a child's anxiety about attending in the future, rather than reduce it.

It is at the discretion of the Principal whether an absence is authorised or unauthorised.

Daily Absence Check

Each day registers will be checked and if a pupil is absent and no communication has been received from the pupil's parent/carer then a phone call will be made to ascertain the whereabouts of the pupil for that day. Please note all contact numbers that have been provided to the Academy will be called and a message will be left where necessary, or a text message will be sent. We request you return any calls as soon as possible to ensure we are able to safeguard all pupils at all times.

Attendance Welfare Officer (AWO)

The Academy's AWO may call at your home to discuss your child's absence if there is no contact received regarding absence, or if there is a concern regarding attendance or the reason given for absence is not acceptable. The visit may be arranged with you or carried out unannounced.

Leave of Absence

Medical

If a pupil needs to attend a medical appointment, a letter/appointment slip/screen shot must be emailed to office@stjames.tgacademy.org.uk. All pupils must sign out when leaving school, stating the reason for leaving. When the pupil returns from the appointment, they must report back immediately to the office to sign in. Pupils must be collected by a parent/carer from the office unless a letter giving specific permission to leave school unaccompanied is received.

Religious Observations and Funerals

A leave of absence form, which can be obtained from the office, should be completed and returned to the office. By completing the form, we will know where your child is and there will be no necessity to disturb your day.

Term time leave

Leave will **not** be granted for family holidays. Other term time leave will not be granted unless under exceptional circumstances. Requests for leave of absence must be made on the Academy's leave of absence form, which can be obtained from the office. When completed, the form should be returned to the office for it to be passed on to the Principal for their decision. You will be notified of the Principal's decision in writing. On occasion, before a decision is made, you may receive a phone call to discuss the request further. When leave of absence has not been authorised but still taken, a referral will be made to the Local Authority for a Penalty Notice to be issued.

Persistent Absence

The Academy reviews pupils' attendance and punctuality on a regular basis, whether it be authorised or unauthorised absence. If a pupil's attendance falls below 95%, we will start attendance interventions. In discussions with children and families, staff may refer to how many **days** a child has missed school, so that everyone involved has a clear understanding of your child's attendance and how close they are to being persistently absent. When a child has missed 19 days of school they are locked into persistent absence for the remainder of the school year. The interventions are intended to support parents/carers and pupils to improve pupils' attendance. The interventions will be in the form of letters, phone calls and meetings, depending on the level of concern. If these interventions fail and attendance continues to fall, we may refer the case to the Local Authority for them to consider legal action. If your child is struggling to attend school, you must inform the school as soon as possible to enable the school to offer support internally and refer to external services where necessary.

Punctuality

Arriving late to school and to lessons is very disruptive for the teacher and other class members. It also means that pupils themselves miss important input from teachers. Morning registration is at 8:35am. If, for whatever reason, your child will be

arriving late please call the office to inform them. A pupil arriving late to school must sign in at the office. If a pupil arrives late without a genuine reason, they will be given a sanction in accordance with the Academy's Behaviour and Discipline policy. Registers open at 8:35am and close at 9:05am. Any arrivals after this time will be given an unauthorised absence code for the morning session. If this persists a referral to the local authority for legal intervention may be considered.

National Framework for Penalty Notices

- A Penalty Notice must be considered if a child has had 10 sessions (5 school days) of unauthorised absence within a rolling 10 school week period, which may span different terms or school years.
- Penalty Notices are fixed at a rate of £160 per parent/carer per child (discounted to £80 if paid within 21 days).
- Only 2 penalty notices can be issued to the same parent/carer for the same child within a 3-year rolling period. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action will be taken instead. This will include considering prosecution.

The following table shows the amount of valuable learning time that is missed due to poor school attendance and punctuality.



Attendance is a team effort and we would like to thank you for your continued support in helping to raise attendance, punctuality, attainment and achievement at Tudor Grange Primary Academy St James. If you would like to view the full Attendance and Punctuality Policy it can be viewed on our website [Attendance – Tudor Grange Primary Academy St James](#)

Yours sincerely,
Mrs Gail Duxbury
Principal