

Temple Normanton Primary Academy

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Striving for **Excellence**
Empowering Achievement
Shaping **Learning**

Principal: Leica Carter BA (Hons), PGCE

CEO: Rebecca Scutt BSc (Hons), PGCE

Attendance Matters September 2026

Regular school attendance is essential for children's learning, confidence and friendships. Good attendance helps children develop positive routines and habits that support them throughout life. We value our partnership with parents and carers in ensuring every child has the best possible education.

Attendance Rewards

Our attendance target is **97%**. We celebrate excellent attendance through:

- Weekly class attendance awards and trophy presentations.
- Half-termly celebration assemblies for pupils achieving **97% or above**.
- A special end-of-year reward for pupils with **100% attendance**.

Attendance Support

Parents and carers have a legal responsibility to ensure their child attends school regularly and on time. We monitor attendance closely and will contact families if attendance becomes a concern. Children attending below **90%** are classed as **persistently absent** by the Local Authority. This means that in the first half-term of the school year, your child only needs to miss 3.5 days of school to be considered persistently absent.

Our Education Welfare Officer, **Miss Nuttall**, works with families to provide support where needed. As part of our safeguarding responsibilities, we may contact families or carry out home visits during periods of absence. We aim to make home visits by the third day of absence; however, persistently absent children **may be visited from their first day of absence**.

Punctuality

School gates open at **8:30am** and close at **8:40am**. Registration begins at **8:40am** and closes at **8:45am**. Children arriving after **9:15am** will receive an unauthorised absence mark for the

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morning session. If your child arrives late, they must report to the school office before going to class.

Medical Appointments & Illness

Where possible, please arrange medical appointments outside school hours. If this is not possible, provide a copy of the appointment letter. Appointments may not be authorised without suitable evidence.

If your child is too unwell to attend school, please notify the office by **9:00am each day** of their absence. Mild illnesses, such as coughs, colds and headaches, do not usually require children to stay at home.

Please note that after your child has had **four separate periods of absence due to illness** during the school year, **medical evidence will be required** to authorise any further illness-related absences. This may include an appointment card, prescription, pharmacy receipt or other appropriate medical evidence. Without suitable evidence, further illness-related absences may be recorded as **unauthorised**.

Term-Time Holidays

Leave of absence during term time will only be authorised in **exceptional circumstances**. Requests must be made using a '**Request for Leave**' form at least **14 days** before the planned absence.

Unauthorised term-time holidays may result in a **Penalty Notice** in line with Department for Education regulations. Please check the academy website for term dates before booking holidays.

If you have any questions or concerns about attendance, please contact the school office. Thank you for your continued support in helping every child attend school regularly and achieve their best.

Yours sincerely,

Mrs Carter
Principal

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