

10 September 2026

Re: Attendance and punctuality at Tudor Grange Primary Academy Hockley Heath

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. We must know where children are so we can know that they are safe. If we do not know why your child is not in school, we will follow our safeguarding procedures.

The start of the school year can bring mixed emotions for children and parents/carers. [The back-to-school reset guide](https://assets.publishing.service.gov.uk/media/6a856b28c9205b515d421e7d/The_back-to-school_reset_guide.pdf) includes tips designed to help support your child's return to school (https://assets.publishing.service.gov.uk/media/6a856b28c9205b515d421e7d/The_back-to-school_reset_guide.pdf).

Illness

If your child is ill and unable to attend school, a parent/carer must telephone the office or email 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. 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.

Leave of Absence

Our school community is stronger when all children are here, on time, every day. Coming to school helps your child learn, build confidence and life skills.

It is at the discretion of the Principal whether a leave of absence request is granted and whether any absence is authorised or unauthorised. A leave of absence letter can be requested from the office.

Medical

If your child has a medical appointment, try to book it outside of school hours where possible, if not, please let us know in advance and send them in before and after the appointment so they don't miss a full day. Pupils must be collected by a parent/carer unless a letter giving specific permission to leave school unaccompanied is received.



Religious Observance

If your child will be absent for a religious observance, please let us know in advance. Additional days before or after the date of the observance for travel or extended celebrations are not normally authorised. A leave of absence form, which can be obtained from Student Services/ main school office, should be completed and returned to school. By completing the form, we will know where your child is and there will be no need 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. If there is a family emergency, please think carefully about whether your child needs to miss school. In most cases, it is better for them to stay in school, with their friends and routine. If you can, please make other arrangements so they can still attend.

Requests for leave of absence must be made on the Academy's leave of absence form, which can be obtained from the school office. When completed, the form should be returned to the Principal for their decision. You will be notified of the 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 is still taken, a referral will be made to the Local Authority for a Penalty Notice to be issued.

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.

The Academy's Attendance Welfare Officer 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.

Attendance support

We want every child to feel safe, settled and ready to learn. We know that some children feel worried about coming to school at times. This is normal, especially at the start of a new term, a new class, or if there are issues with friends or in lessons. Sometimes there are other issues that make coming to school difficult, such as transport, uniform or difficulties at home. In most cases, coming to school helps children feel better. Being with friends and trusted adults can make worries feel



smaller. Absence from school is likely to heighten a child's anxiety about attending in the future, rather than reduce it.

If attendance is becoming a struggle, please talk to us. We are here to help and can work together to understand what is happening and agree a plan. If needed, we can help you find support from other services. Contact input contact details to talk it through.

The Academy reviews pupils' attendance and punctuality on a regular basis. 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. Interventions may be put in place to support parents/carers and pupils to improve pupils' attendance. Communication will be in the form of letters, phone calls and meetings, depending on the level of concern. If 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

Being on time helps your child start the day calmly. It helps them learn, build routines and connect with their friends. When children arrive late, they can miss important information and feel unsettled. Morning registration is at **8.45am**. If, for whatever reason, your child will be arriving late please call the main school office to inform them.

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 Hockley Heath. If you would like to view the full Attendance and Punctuality Policy it can be viewed on our website.

Yours sincerely

Miss L Porter
Principal