Appendix 1 Primary Academy Attendance Policy Appendix

Academy Name: Hogsthorpe Primary Academy

Senior Attendance Champion: Emily wood

Safeguarding and Attendance Link Governor: Tom Hedges

The Timings of the School Day:

Free breakfast club for ALL pupils starts at 8.20am, book via MCAS.

Gates open at 8.45am and close at 8.55am.

Registers close at 9.10am.

Afternoon register is at 1pm.

School finishes at 3.30pm.

How to report your child as being absent from school and what will happen next: Telephone the school office on 01754872323, speak to Miss Hart (Office) or leave a message. Email enquiries@hogsthorpeprimary.co.uk.

How to request a leave of absence for your child: Planned leave of absence must be requested in advance. Forms can be obtained from the school office. Please request one in person, by telephone or by email.

How we keep parents informed about their child's attendance: You can view your child's attendance on MCAS. If we are concerned about attendance we will talk to you in person, by telephone or email. We work towards supporting attendance and may invite you to attend a meeting to discuss how we can support.

How we encourage and promote good attendance and punctuality: At Hogsthorpe Primary Academy we aim to develop a culture of good attendance. We may hold random raffle events on a Friday to celebrate attendance. 100% certificates are given at the end of the term.

What we are prioritising in our current academy attendance strategy: We adhere to Working Together to Improve Attendance July 2026 Working together to improve school attendance - GOV.UK We understand that many of our families are seasonal workers but working seasonal jobs, running a business, or being unable to coordinate leave with an employer during school holidays is **not** automatically considered an exceptional circumstance for term time holidays. The biggest reason for children being absent from school, The NHS provides guidance on when children are well enough to attend school. Most mild illnesses — such as a runny nose, sore throat, or slight cough — do **not** require time off school, unless a child has a temperature.

Working with our local authority: We work with Lincolnshire County Council Attendance Team for advice and guidance on how to support attendance at school. Lincolnshire County Council may issue school fines due to non-attendance at school, information about school fines can be found here: School fines – How school fines are issued - Lincolnshire County Council

How we will support your child if they are absent from school due to mental or physical ill health and/or special educational needs and disabilities: Emily Wood is the SENDCO and Principal, she will support any child who is unable to attend school for the above reasons. We use the ATTEND Framework and follow the LCC Emotionally Based School Avoidance (EBSA) pathway: Emotional based school avoidance (EBSA) – What is emotional based school avoidance? - Lincolnshire County Council