



BEACON PRIMARY
ACADEMY

ATTENDANCE INFORMATION

Every school day counts and helping your child maintain at least 97% attendance ensures they stay on track with their learning, friendships, and personal development. Parents/carers who choose to register their child at a school have a legal duty to ensure their child attends regularly. This means attending every day the school is open, except in a small number of permitted circumstances such as genuine illness or authorised absence agreed in advance.

School attendance and safeguarding

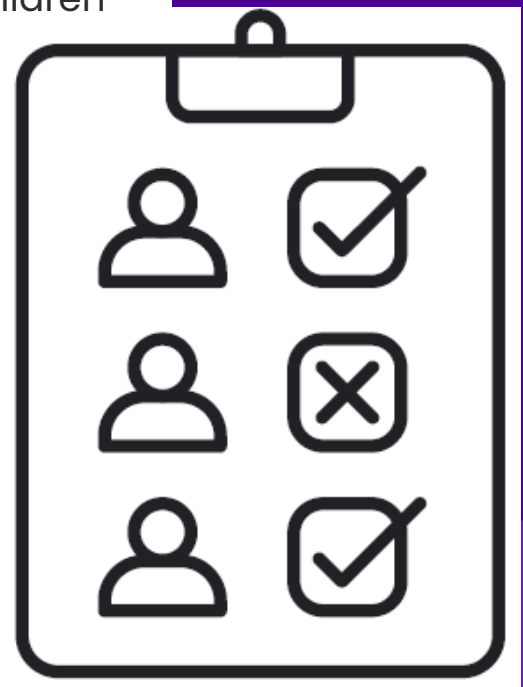
We would like to remind parents/carers of our safeguarding procedures that are in place for children that do not attend school (due to illness, or any other reason).

If your child does not attend school, and we do not receive a reason why by 9am, a member of the safeguarding team may come to your home to ascertain why. This is called a 'safe and well check'.

If your child has been absent from school and does not return on the 3rd consecutive day, a safe and well check will be carried out by a member of the safeguarding team (regardless of whether or not you have informed school why your child is absent).

Please appreciate that we have a duty of care to the children who are a part of our school, and the safeguarding procedure is in place to make sure children are kept safe.

'Your commitment to your child's attendance is a commitment to their future'



How can I report my child's absent from school?



Telephone School - 01754 879211

Our school phones open at 8am. Parents also have the option of leaving a voicemail to notify your child's absence - *A reason must always be given.*



Email - enquiries@beaconprimaryacademy.org

An email can be sent to our school email - *A reason must always be given.*

All absences must be reported by 9:00am each morning. If your child is not in school and we haven't received a reason for their absence, a phone call will be made to follow up.



Please ensure you contact the school office by phone or email before 9:00am to avoid unnecessary concern.

Our non-attendance checklist

Day of absence	Action
1 st day of absence	No reason provided — Phone call home/ Home visit in some circumstances Reason provided —monitor
3 rd day of absence	Home visit (regardless of being informed of the reason everyday)
4 th day of absence	Medical evidence must be provided for periods of absence (relating to illness) that lasts 4 or more days (otherwise the absence may be unauthorised)

Important note: If your child is linked to a Notice to Improve or Notice to Improve warning, medical evidence must be provided for each day of absence for it to be authorised. If medical evidence is not received, the absence will be recorded as **unauthorised**.

What will be accepted as evidence

Acceptable 	Non acceptable 
Medical appointment letter/text (picture/screenshot emailed to the school office, or shown to office in person).	Photographs of your poorly child
Any medication that the child has been prescribed (pictures emailed to the office, clearly showing the child's name, and date it was prescribed) or shown to the office in person.	Photographs of sick/illness
Slip from the doctors/hospital confirming child has attended—emailed to the office, or shown to the office in person	Bringing your child to the office to show illness

NHS GP Health Record - View your GP health record - NHS Evidence relating to your child's ongoing illness, medical appointments, x-rays/scans, prescribed medications, etc., can be found via the link provided.

You can view this information by registering your child for access to their NHS GP Health Record.

This may be requested to support any ongoing periods of absence.

Lateness

All late arrivals must be signed in using the Inentry system in the Reception Foyer.

Frequent lateness may result in an attendance meeting/notice to improve.



A late start can lead to a lost opportunity. Let's make every morning count. Our gates open at 8:40am and the register is taken at 8:50am.

Attendance Matters!

190 school days per academic year

173 - 161
Days of
education



**89% and
below**

A drastic effect
on academic
achievement.

179 - 172
Days of
education



**95% -
90%**

Cause for
concern.

190 - 180
Days of
education



**100% -
96%**

Excellent.

**175 non school days per
academic year for family time,
visits and holidays**

Warning notice issued = attendance at 95% - 90% (At risk of becoming persistently absent)

Notice to improve = 90% (around 19 school days missed) Persistently absent.

Attendance meeting = Below 90% and not improving

Be a **HERO**

at Beacon
Primary
Academy



Here Everyday
Ready On time.

Attendance Team

Please contact our attendance team if you require any support.



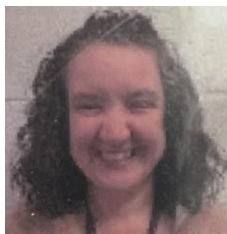
Mrs Sowden

Pupil Engagement and Attendance Lead



Mrs Stevenson

Senior Administrator



Mrs Vincent

Family Support Worker