

Inspire Education Trust

Attendance Policy Summary for Parents (2025-26)

Full policy available on the school website. <https://arleyprimaryacademy.org/key-information/attendance-and-leave-of-absence/>

Regular school attendance is essential for your child's learning, wellbeing, and future success. At Inspire Education Trust, we work closely with families to ensure every child attends school regularly and on time.

Why Attendance Matters

- Regular attendance = better outcomes: Students with perfect attendance are nearly twice as likely to pass English and Maths.
- Absence affects learning, friendships, and future opportunities.
- Even short absences can disrupt progress.

Expectations for Parents

- Ensure your child attends school every day and on time.
- Report absences on the first day via phone, Arbor, or Studybugs.
- Provide accurate reasons and documentation, if required, for any absence.
- Avoid term-time holidays – these are not authorised unless there are exceptional circumstances.

Support for Families

- Schools offer help through Early Help Assessments, transport support, and pastoral care.
- Attendance teams monitor patterns and work together with families to overcome barriers.

Recognition & Rewards

- Schools celebrate good attendance with:
 - Non-uniform days
 - Raffle prizes
 - Class trophies
 - End-of-year recognition and
 - Surprise celebration days

School Start Times

- The School will take the attendance register at the start of the first session of each school day at 9.00am and will close at 9.30am, after which an unauthorised code will be given.
- Arrivals after the register has closed, will be marked at late

Authorised Absences May Include

- Illness (with notification)
- Medical/dental appointments
- Religious observance
- Bereavement
- Approved educational activities

Unauthorised Absences Include

- Holidays
- Absences without explanation
- Late arrivals after register closes
- Absences for birthdays, shopping, or leisure

Leave of Absence Requests

- Must be submitted in advance using the school's form.
- Decisions are based on exceptional circumstances only.
- False or inaccurate information may lead to penalty notices.

Penalty Notices

- Issued for 10 sessions (5 or more days) of unauthorized absence in a 10 week period. This can be consecutive or non-consecutive absence.
- Penalty Notices will be issued by post to your home address.
The Penalty Notice is:
£80 if paid within 21 days (per parent, per child)
£160 if paid in full after the 21 days but within 28 days. (per parent, per child)
- In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate:
£160 within 28 days (per parent, per child)
Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a Parenting Order or Prosecution will be considered.

Further Information

- Full policy available on the school website. <https://arleyprimaryacademy.org/key-information/attendance-and-leave-of-absence/>
- Contact your school's attendance champion, Mr Keir McDougal, for support or questions.