



At Alder Moor Farm primary School, we take attendance seriously as we believe children can succeed and be the best they can be through regular attendance at school.

Our broad and balanced curriculum has been designed to be engaging and exciting for all of our children. Through our teaching, we provide children with knowledge and skills to thrive in modern Britain.

With attendance, all staff, parents/carers and children have a role to play; great attendance is something we can celebrate and achieve together.

School values

Resilient: Building resilience during these times of complexity and change in wider society remains a principal aim of Alder Moor Farm. With attendance in mind, building up resilience allows all children to attend each day after bouncing back from challenges and set backs. Sometimes, children may find getting to school difficult and causes them anxiety.

Conversations with everyone involved will build resilience and ensure no learning time is lost.

Aspirational: We aim for all children to be the best they can be, realise their potential and achieve feats they never before believed was possible. Through regular attendance, we can encourage all learners to follow what passions they enjoy and to achieve highly in all subject areas. Parents/carers also can show aspirational mindsets by encouraging children to attend and speaking regularly with the school about how best we can make that happen.

Courageous: We define this as our learning 'knowing when to ask for help.' Sometimes, situations beyond anyone's control occur which may affect attendance. With this value, all staff, children and parents/carers are urged to ask for help if they need to ensure your child's attendance remains above our target.



Parent/carer responsibilities

- Ensure your child attends school when they are feeling well.
- Call the school to tell us if your child will be absent on **02476 456272**.
- Request leave of absence in exceptional circumstances.
- Book any medical appointments around the school day where possible.
- Work with the school to understand barriers to attendance.
- Proactively engage with the support offered.
- Ensure contact details are up-to-date.
- Notify the school for time off for religious observance.

Beginning the school day

- Gates are open between 8:25am and 8:40am for children to arrive.
- If children arrive after 8:40am, they go to the office.

Ending the school day

- Gates are open between 3:10pm and 3:25pm for children to be collected.
- If you collect after 3:25pm, please go to the main office.

No reason provided for absence

If the school has not been notified of an absence, then a phone call will be made to find out the whereabouts of the student. Absence is also followed up to ensure proper safeguarding action is taken. When a child is unexpectedly absent, all efforts must be made to assure their whereabouts and welfare as quickly as possible.

Following the daily absence check, a **home visit may take place** at the discretion of the school's Pastoral Lead and/or Family Support Worker.

Term time holidays

Alder Moor Farm will never authorise a term-time holiday. Taking your child out of school will result in us requesting the Local Authority issue a Fixed Penalty Notice (a fine) for £80 per parent/carer per child.

This increases to £160 per parent/carer per child for a second offence.

We are aware that, in our community, relatives live abroad and can get unwell. We would ask that alternative arrangements are made for your child to still attend school.

If you have any questions or concerns, you can speak to the following people:

Mr Allie - Assistant Headteacher and attendance lead
Miss Sutton - Pastoral Manager
Mr O'Keefe - Family Support Worker

or you may wish to speak to the main admin team in the office.