

# Attendance Policy

## Appendix A



**Dartmoor**  
MULTI ACADEMY TRUST



### **Black Torrington C of E Primary School**

#### **Managing Attendance Procedure**

1. If your child is ill and unable to attend school then please contact the school by phoning 01409 231262 or emailing [admin@blacktorringtonprimary.org.uk](mailto:admin@blacktorringtonprimary.org.uk)
2. **Class Teacher discussion** – If the teacher notices patterns emerging with dropping attendance, then they will have a conversation with the pupil to see if there are any issues that can be resolved.
3. **Attendance letter 1.** 10 sessions missed. This letter is generated and sent out. It could be a mix of medical, illness or holiday. The Principal/SENCo may have a conversation with the parent.
4. **Attendance letter 2.** 15 sessions missed. Meeting date and time provided in letter. If parents do not attend, Principal to send another meeting time. If the 15 absences are for medical reasons, the letter will be requesting that medical evidence is to be provided for any further absence. Appoint card or medication box is sufficient. Letter gives option for parents to contact Principal.
5. **Attendance letter 3.** Informing parents that attendance is being referred to the Education Welfare Officer, Principal/SENDCo to attend future meetings too.

Holidays will be authorised in exceptional circumstances by the Principal and will be supported by SENDCo/member of SLT.

Requested for absence will be treated on an individual basis.