

Attendance Policy

Appendix A



Dartmoor
MULTI ACADEMY TRUST

North Tawton Primary School

Managing Attendance Procedure

1. If your child is ill and unable to attend school then please contact the school by phoning 01837 82284 or emailing admin@ntcps.co.uk

2. If we notice patterns emerging with dropping attendance then we will have a conversation with parents to see if there are any issues that can be resolved.

3. Attendance Letter 1

If 10 sessions are missed, this letter is generated and sent out. Parents will be asked to have a meeting with the Principal.

4. Attendance letter 2

If 15 sessions are missed, this letter is generated and sent out. A meeting will be arranged to discuss absence. If the 15 absences are for medical reasons, the letter will be requesting that medical evidence is provided for any further absence. Appoint card or medication box is sufficient.

5. Attendance letter 3. Informing parents that attendance is being referred to the Education Welfare Officer

No holidays will be authorised. 10 sessions will have a penalty notice. Funeral of immediate family, ill parent, etc. will be authorised.