



St Martin's Church of England Primary Academy
 Burnham Road, Owston Ferry,
 Doncaster, DN9 1AY

01427 728258
 STMEnquiries@infinityacademies.co.uk
 www.stmartinscofeprimary.co.uk

Executive Headteacher:
 Daniel Callaghan

19 November 2025

Attendance expectations and procedures

Dear Families

Attendance is a high priority at St Martin's CE Primary Academy, and we ask that all children aim for an attendance rate of 95%, with no unauthorised absences.

Please be advised that attendance and punctuality is monitored closely, therefore if we have any concerns over your child's attendance or punctuality, we will invite you to attend a meeting in school to see if there are any ways that we can help and support you and your child around attendance.

Please see the information below outlining action taken for each group of attendance category:

95% - 100%	Excellent – no action taken
90% - 94%	Close monitoring and invitation to a meeting. Evidence may also be required to authorise future absences – any absence not relating to illness will automatically be unauthorised
Below 90% - Persistent Absence (PA)	PN (penalty notice) warning (notice to improve) PN request to be submitted to NLC for prosecution

Please be mindful that pupils can still have 10 or more unauthorised absences in the green and amber section and penalty notices may be issued.

****Lates are monitored closely and should your child attend late on a regular basis, you will be invited to attend a meeting****

In summary, please see the below timeline in relation to poor attendance:

Invitation to a meeting (parent and student support meeting)

Should there be no improvement after the meeting, a 'notice to improve' letter will be issued – you will be asked to provide evidence for related absences in order for them to be authorised – anything other than illness will be automatically unauthorised.

If there is still no improvement, a Notice To Improve School Attendance will be issued and continued unauthorised absences will result in a Penalty Notice request being submitted to

North Lincs Council – you may be summoned before a Magistrates Court for the alleged offence of not sending your child regularly (and punctually) to school in accordance with the requirements of the Education Act 1996.

Reasons for absences:

Please be advised that only genuine reasons for absence will be authorised.

Reasons such as the following will not be authorised:

Mum/Dad poorly.

Headlice.

Tiredness.

No reason provided on the day of absence.

Absences that do not meet exceptional circumstances criteria.

Reminders:

If your child has sickness or diarrhoea, we ask that they are absent for 48 hours (2 full days clear) before returning to school.

Evidence will be requested for an illness related absence that goes on for 4 days or more (evidence can be prescribed medication, a doctor's appointment, doctors note etc).

Safe and well checks/home visits - If your child does not attend school, and we do not receive a reason why - 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.

How to inform the office of an absence:

Telephone/voicemail – 01427 728258.

Email – STMenquiries@infinityacademies.co.uk

When leaving a message via the above methods, please ensure that you are specific as to why your child is absent e.g. temperature, sickness etc. Terms such as unwell, poorly, under the weather etc will not be accepted, and we will contact you to obtain the 'reason for absence' asking you to be more specific. If the illness is not elaborated on, the absence will be recorded as unauthorised.

Punctuality:

Arriving to school:

The school gates are open between 8.40am – 8.45am.

Any child who arrives after this time will be marked as late in the register.

A child who arrives late to school and comes in via the office may feel very anxious about walking into their class, especially when their friends are settled and ready to start the day. Children who arrive late miss out on the start of the day, which includes group work, instructions for the day etc. Children need to be in school on time and arrive via the appropriate classroom door. This promotes routine and stability.

Collection at home time:

Please ensure that your child is collected promptly at home time. Collection is at 3.15pm. Should you be running late, please let the office know as soon as possible. We record late collections and late arrivals, and if it becomes a regular occurrence, you will be invited into school for a meeting to ascertain why.

Holidays:

Family holidays during term time will under no circumstances be authorised. Should your child be absent from school for 10 or more unauthorised sessions in 10 rolling school weeks a Penalty Notice request will be issued to North Lincs Council.

There is no legal entitlement for holidays, and any leave of absence request is via the Exceptional leave of absence application form. You will be required to provide evidence for the Head to consider at the point of the application being made. Please do not make any arrangements until you have received in writing, confirmation that the absence has been authorised.

We ask that parents/carers are truthful about holidays.

If you have informed us that your child is poorly, please be reminded that a home visit is conducted on the 3rd day of absence. When the home visit is made, and we do not get a response, this is a cause for concern, and the police may be contacted to make a welfare check.

This will be recorded by the school and the police. Also, if you do not apply for the holiday via the correct procedure, this is an automatic fine.

Medical appointments – doctors, dentist, hospital:

Whilst we ask to preferably arrange medical appointments for out of school hours, we do understand that it can sometimes be unavoidable. Please follow the procedures below:

Please ALWAYS inform the office of the appointment in advance – via telephone. Evidence must also be provided in order for the absence to be authorised:	
For hospital appointments	Provide school with a copy of the letter
For doctor or dentist appointments	Provide school with a screenshot of the appointment text, photo of the appointment

	card, or ask for compliments slip confirming the attendance to the appointment from the doctor/dentist/nurse etc
--	--

Evidence can either be brought to the office for photocopying or emailed (by taking a screenshot and attaching it to an email) to the following email address: STMenquiries@infinityacademies.co.uk. Absences for parent/sibling appointments will not be authorised.

Please be advised that a whole day should not be taken for an appointment e.g. if the appointment is at 11am, your child should attend for the morning session and then return to school afterwards, unless there are exceptional circumstances that have been agreed to prior.

Whilst we understand some absences are unavoidable due to illness, I would like to kindly remind parents that we want to help avoid any of the above actions, so ask that you work with us to keep your child's attendance at 95% or above and have no unauthorised absences from school.

Yours sincerely



Mr D Callaghan
Executive Headteacher