



Attendance Matters

At Alder Tree Primary, we want all pupils to Believe, Belong and Become successful, happy and confident citizens in our community. For this to happen, we need all pupils in school **every day**. We all need to work together to ensure that children attending our school are not at a disadvantage as attendance matters.

Why Attendance Matters?

Excellent attendance and punctuality are crucial for your child's success. Regular attendance helps them build friendships, develop life skills, and achieve their full potential.



Our Attendance Expectations

Our minimum attendance expectation is **96%**, with a target of **100%**. Missing just 5 minutes a day amounts to 3 days of lost learning per year. A 96% attendance rate still results in 30 hours of lost learning.

Key Reminders

- **Report Absences:** Use the Arbor App or telephone school directly on 0113 2620021 (leave a message on the absence line) to report absences each day, including your child's full name, class, year, and reason for absence.
- **Arrival Time:** Students must be on-site by **8:40 a.m.** Gates lock at **8:50 a.m.** and students arriving after that are marked late. After this time, all pupils need to use the front reception to be signed in as late.
- **After 9:00 a.m.:** Students arriving after 9:00a.m. will be marked with a U code (unauthorised absence).
- **Medical Evidence:** We may request medical evidence of absence where a child has attended doctor's appointments or hospitals, or a specialist letter for absences over 2 weeks.
- **Appointments:** Schedule appointments outside of school hours whenever possible.
- **Term-time Leave:** This is only granted in exceptional circumstances by the Principal. **FAMILY** holidays are **not classed** as exceptional circumstances and **will not be authorised**.
- **Home Visits:** We will conduct home visits if your child is absent from school. We do have a safeguarding duty to ensure we visit children who are absent from school.

Principal: **Kate Burton**

P: Alder Tree Primary, Potternewton Mount, Leeds, LS7 2DR

T: 0113 262 0021

E: info@aldertreeprimary.org.uk **W:** www.aldertreeprimary.org.uk



@AlderTreeLeeds



Alder Tree Primary



Will My Child's Absence Be Authorised?

Authorised

- ✓ An absence for sickness for which the school has granted leave.
- ✓ Medical or dental appointments which unavoidably fall during school time.
- ✓ Religious or cultural observances.
- ✓ Sporting events, music assessments and competitions (Headteacher's approval is required).

Unauthorised

- ✗ Students who are absent from school without reason.
- ✗ Truancy before or during the school day.
- ✗ Arrival at school after registration has closed (after 9.00am).
- ✗ Absence due to shopping, looking after other children or birthdays.
- ✗ Mild student illness may be unauthorised.

How You Can Help

- Parents: Emphasise the importance of attendance, take an interest in your child's education, arrange appointments after school, and work with us to improve attendance. Have a good routine to ensure children go to bed early and arrive to school on time.

DON'T FORGET, PUNCTUALITY MATTERS

Be on time – All students should be in school between 8:40 and 8:50am

Late – Any student who arrives in school after 9:00am

Unauthorised – Students who arrive after 9.00am will be marked as a (U) code which is unauthorised absence - this has a significant impact on attendance.

Please come and speak to any of the safeguarding or leadership team if you require advice or support with anything affecting your child's attendance.

We follow statutory policies from the DFE working together to improve attendance and our attendance policy is available online. We will be monitoring all pupil's attendance closely and working with you to ensure they are here every day.

Alder Tree's Recognition and Reward Strategy is on the website.

Thank you for choosing Alder Tree Primary to enable your child to become the best they can be.

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