



July 2026

Ironville and Codnor Park Primary School

Monitoring of Attendance Procedure

Gates open at 8:40 a.m. and school starts at 8:45 a.m.

If your child is absent for any reason, then you must notify the school office for the reason by **8:45 a.m.** either by telephone (01773 602936) or by email attendance@ironvillecodnorpark.derbyshire.sch.uk. This is then recorded on the register.

If no reason for absence is provided by 9:00 a.m. school will text or telephone you to request the reason for absence. If we are unsuccessful in speaking to you by 9:30 a.m. we will telephone your child's emergency contacts and their siblings school/nurseries.



If no response by 10:00 a.m.

If we have not heard from you by 10:00 a.m., two members of school staff will visit your home before lunchtime to ensure everything is well and to offer any support that may be needed. If the home visit is unsuccessful we may contact other agencies. Your child will be marked as unauthorised on the register and we will initiate our attendance procedures.

If a satisfactory explanation is provided, the absence will be authorised.

Monitoring Attendance Half Termly

96-100% attendance. A well done text will be sent.

93-95.99%. A monitoring text will be sent.

90-92.99% You will be invited in for an attendance support discussion by letter depending on the circumstances.

Under 90% but the attendance is authorised you will be invited in for an Attendance support meeting with the Family Support Worker.

Under 90% but the attendance is unauthorised you will be invited in for an Attendance Panel support meeting with the Headteacher and Family Support Worker.

Persistent and unauthorised absences will trigger an Attendance support meeting where you will be invited in to discuss how the school can support you and your family in getting your child to school.

If unauthorised attendance does not improve, we will liaise with The Local Authority for support and you may be issued a penalty notice.