



## **Attendance Policy**

This policy was adopted in: March 2012

The next review of this policy is due in: July 2024

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### **INTRODUCTION**

At Lowther all staff and governors work together to improve attendance. We raise with parents, carers and pupils the importance of regular attendance and punctuality.

Research demonstrates that regular attendance leads to:

- Better learning and academic progress
- Greater confidence and security for children
- An easier transfer to secondary school

### **PROCEDURES**

#### **Absence**

- The law allows for some absences - for example, when a child is ill, or if there is a crisis in the family, such as bereavement
- Parents/carers should contact the school office on the first day of absence. Unexplained absences will be followed up
- Parents/carers should send a note of explanation on the first day their child is back in school
- Extra support is available if a child has a long-term health issue
- Occasionally there may be other reasons for absence. We encourage parents/carers to let us know if there are particular problems, so that we can consider them sympathetically
- Permission for a child to be absent for any reason other than illness should be obtained in advance
- Appointments during school time should be kept to an absolute minimum. Parents/carers must collect children needing to come out of school during the day
- Unacceptable reasons for absence include a child's birthday, sleeping in late, having a haircut, buying shoes, staying in for an engineer or shopping

#### **Holidays**

- Pupils may not miss school time because of holidays
- Parents can be fined for taking their child on holiday during term time without the school's permission

### **Early Arrivals**

Children should not be on the school site before 8.40am.

Parents/carers remain responsible for children until 8.45, unless a child is taking part in an authorised activity.

Breakfast Club is available from 7.45am.

### **Punctuality**

Children should arrive at school from 8.40am to be ready for the start of lessons at 9am (different timings for Nursery).

Children arriving after 9am must enter via the school office.

A child arriving after 9.30am without a valid reason is marked in the register as an unauthorised absence.

The school day ends at 3.30pm.

### **Improving attendance**

We aim to improve attendance by:

- helping all children to understand the importance of attending school
- keeping a register of attendance for the morning and afternoon sessions
- holding attendance focus weeks
- celebrating the class with the highest attendance each week
- giving certificates each term for pupils with 100% attendance and a prize for 100% attendance for the year
- notifying parents/carers regularly of progress towards our attendance target
- reminding parents/carers by letter of our views when they ask for an absence to be authorised
- identifying children needing specific support with attendance
- working with families where a child's attendance is irregular or poor
- sharing attendance data with Governors, the local authority and DfE
- discussing attendance and punctuality concerns with our Education Welfare Officer and, if appropriate, our Child Protection Officer
- following Child Protection procedures if we are concerned that a child may be at risk, e.g. of FGM (see Safeguarding Policy)

### **Leavers**

Parents/carers of children leaving the school (other than for Secondary School transfer) should give details in advance of their planned move, and should provide the name of their child's new school and the start date.

### **POLICY REVIEW**

This policy will be monitored by the Governing Board and reviewed every year or as required.