



This policy was adopted in: **March 2012**

The next review of this policy is due in: **July 2018**

The name of the designated person is: **Mark Tuffney**

The name of the deputy designated person is: **Dermot Bracken**

Lowther School Charter

Lowther Primary School is a positive, supportive and caring environment, in which everyone feels valued and secure.

Our School is a dynamic place, full of fun and passion for all aspects of learning, where everyone is inspired to work their hardest to achieve high standards and fulfil their potential.

We are at the heart of our local community and have an awareness of the world that encourages respect for everyone's needs, beliefs and cultures.

In this way Lowther Primary School strives to develop happy, healthy, confident individuals, who are well motivated, with the skills and knowledge to make their unique contribution to the world.

INTRODUCTION

At Lowther, we aim to achieve and then maintain our attendance targets. We also raise awareness with parents, carers and pupils the importance of regular attendance and punctuality.

Research demonstrates that regular attendance is important for several reasons:

- It leads to better academic progress
- It leads to greater confidence and security for our children, which leads to better social progress
- It gives greater continuity to the learning process
- It makes the transfer to secondary school easier

PROCEDURES

Holidays

- We are always concerned when pupils miss school time because of holidays
- Only in exceptional circumstances will taking holidays be authorised in term time
- Parents/carers will need to ask permission of the Headteacher before booking a holiday if the time off is unavoidable
- You can be fined for taking your child on holiday during termtime without the school's permission

Absence

- The Law allows some absences - for example, when a child is ill, or there is a crisis such as bereavement in the family



- Occasionally, there are other reasons or particular problems at home. We encourage parents/carers to let us know, so that we can deal with these sympathetically
- Extra support is available if a child has a long-term health problem
- Appointments during school time should be kept to an absolute minimum. If parents/carers need to take their child out of school during the day, they must be collected from school. They cannot be allowed go to the bus stop or surgery unaccompanied
- Reasons such as a child's birthday, sleeping in late, having a haircut, buying shoes, staying in for an engineer or shopping are not permitted

Early Arrivals

Children should not be on the school site before 8.45am in the morning, as we have no provision in our insurance before this time, and staff are not available to supervise the children.

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

Breakfast Club is available from 7.45am for children of parents needing early morning childcare.

Lateness

- Children should arrive at school between 8.45am and 8.55am, on time for the start of the school day
- Any child arriving after 9.30am without a valid reason is marked as an unauthorised absence

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

We aim to improve our level of attendance by:

- Asking parents/carers to contact the school on the first day of absence. If we have concerns about a child's absence we may phone home
- Asking parents/carers to send a note of explanation on the first day their child is back in school
- Keeping a file of attendance and punctuality concerns, and discussing these regularly with our Educational Welfare Officer and, where appropriate, our Child Protection Officer
- Notifying parents/carers regularly of our progress towards our attendance target, and regularly reminding parents that attendance and punctuality matter, through newsletters and other communications
- Reviewing attendance with parents/carers at Parent Consultation Meetings when we have concerns about a child's attendance record
- Handing out certificates each term for pupils with 100% attendance and a prize for 100% attendance for the year
- Celebrating the class with the highest attendance each week
- Holding 'Late Gates' and attendance focus weeks
- Reminding all parents/carers by letter of our views when they ask for an absence to be authorised
- Keeping our Governing Body informed of our attendance rates
- If we are concerned that a child may be at risk of, or is a victim of FGM (female genital mutilation), we will refer to Child Protection Procedures (see also Safeguarding Policy)

POLICY REVIEW

Monitoring, reviewing and assessing impact

This policy will be monitored by the governing body and reviewed every two years, or earlier in the light of any changed circumstances, either in our school or in the local area. The policy will always take due note of guidance provided by the local authority.