



# Lowther

## **Lowther Primary School - Attendance Policy**

This policy was adopted in March 2012

The next review of this policy is due in July 2025

The name of the designated person is: Alastair Ripley

The name of the deputy designated person is: Mark Tuffney

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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. A letter from a medical practitioner may be required.
- 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 must be requested in advance from the Head Teacher

#### **Improving attendance**

We improve attendance by:

- helping all children to understand the importance of attending school
- keeping a register of attendance for the morning and afternoon sessions
- celebrating attendance
- 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 (see Safeguarding Policy)

### **Persistent absence**

Attendance of less than 90% is considered persistent absence. This is always a concern. We will:

- provide support to families
- issue first and if necessary second letters of concern
- discuss attendance and punctuality concerns with our education welfare officer (EWO)

A referral will be made to the EWO if we lose contact with a child absent from education (after six days)

### **Holidays**

- pupils may not miss school time in order to take holidays
- parents taking their child on unauthorized holiday during term time will be referred to the local authority who will issue a fixed penalty notice

### **Early Arrivals**

Breakfast Club is available from 7.45am

Children should otherwise 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

### **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 for the morning session

The school day ends at 3.30pm

### **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.*