



Attendance Information for Parents



Why does attendance matter?

Attending school on a regular basis is the key to your child doing well at school and will set them up with good habits for later life and the working world. It will also give your child the opportunity to:

- ◇ Make lots of friends and feel included
- ◇ Learn new things and develop many skills
- ◇ Increase his/her confidence and self esteem
- ◇ Improve his/her social skills
- ◇ Achieve their potential and fulfil their aspirations

We will...

- ◇ Provide a welcoming atmosphere for all children
- ◇ Provide a safe learning environment
- ◇ Ensure a creative and engaging curriculum
- ◇ Provide a sympathetic response to any pupil's concerns
- ◇ Share data, information and concerns with parents and provide feedback on your child's attendance.

We ask you to...

- ◇ Ensure your child attends regularly and punctually
- ◇ Contact school on the first day of absence before 9.30am (Messages can be left on the answering machine)
- ◇ Keep in frequent contact with school if the absence continues
- ◇ Request help from school when you have concerns about any issues affecting your child's attendance
- ◇ Attend informal meetings if concerns are identified
- ◇ Support the school in agreed interventions/action plans to improve attendance
- ◇ Do not take any leave of absence during term time unless agreed in advance by the Headteacher to be under exceptional circumstances.

Lea Community Primary School will not grant any leave of absence during term time unless there are exceptional circumstances. Any request for leave of absence must be requested on the 'Holiday Request Form' available from the school office or website and must be submitted well in advance of the proposed leave and before committing to any expense. The Headteacher cannot approve holidays in term time and parents who take their children out of school, during term time, without prior arrangement with the Headteacher may be issued with a Penalty Notice.

FAQ's

What happens if I keep my child off, and don't contact school?

School will contact home to try and obtain a reason for absence- if no reason is provided school may carry out a visit to your home- this is to check on the welfare of you and your child.

What is an unauthorised absence?

A child being kept off school unnecessarily or without good reason. Term time holidays is not a justified reason to take your child out of school. Children arriving after 9:20am will also get an unauthorised mark for the morning session as they have missed more than 30 minutes of learning.

What is PA?

PA stands for 'Persistent Absence. This is when your child's attendance is below 90%

What is risk of PA?

Risk of PA is when your child's attendance is at risk of dropping below 90% - we aim to offer early intervention support at this stage.

What is an EPN?

EPN stands for 'Education penalty notices'. EPN's are issued for unauthorised absences, this includes term time holidays. Children missing 10 sessions over the course of 10 weeks can be issued EPN's.

I'll just go on holiday and pay the fine?

EPN's have now been capped nationally at TWO fines within any 3-year period. After this, other action like a parenting order or prosecution has to be considered- this could mean a fine of up to £2500 per parent, per child. For a family of 2 adults and 2 children this would be a £10,000 fine.



'90% attendance' or 'only 5 minutes late' may sound like small issues, but the amount of learning missed is huge!



Every Minute Counts!

Always on time!	No hours missed!	No learning missed!
5 minutes late each day	15 hours missed	3 days learning missed
10 minutes late every day	32 hours missed	6.5 days learning missed
20 minutes late each day	65 hours missed	13 days learning missed
30 minutes late each day	95 hours missed	19 days learning missed

Medical evidence

If your child is absent from school and is at risk of becoming persistently absent (at risk of falling below 90%) you will be required to provide medical evidence for your child's absences. This way, we can make sure medical ab-

PA / risk of PA

We want to avoid children becoming 'persistently absent' (below 90%). Interventions will be put in place when your child's attendance becomes 'at risk' of becoming PA. This may include supportive parent meetings. Being persistently absent may make you liable for fines or school attendance referrals

Every Day Counts!

100% attendance	0 days missed	No learning missed!
97% attendance	5 days missed	A weeks learning missed
94% attendance	12 days missed	2 weeks and 2 days learning missed
90% attendance	19 days missed	3 weeks and 4 days learning missed
85 % attendance	30 days missed	6 weeks of learning missed
80% attendance	40 days missed	8 weeks of learning missed

Punctuality

If your child arrives to school after registration closes your child will receive an unauthorised late mark- this effects your child's attendance.

You must accompany your child to sign in at the office when arriving late.

Fines / holidays

Holidays in term time are not authorised by school. Unauthorised absence due to holidays may result in a fine being issued from Lancashire County Council.

Absence

If your child is going to be absent from school you must contact the school office before 9.30am to provide a reason for absence.

Parents/ carers AND school both have a legal duty for attendance. It is a legal requirement for each and every child to access regular education.

If you need support with your child's attendance, please reach out to a member of the attendance team, or inform your child's class teacher.