

## Lateness

### School starts at 8:55am.

If your child arrives after 9am they are classed as late and will be marked as L in the register. If your child arrives after 9:30am they will be marked as U in the register, meaning late after the close of registers.

Punctuality is a good thing!

- It gets the day off to a good start
- It establishes positive patterns for the future
- It helps your child develop
- It is good training for adult life
- It leads to confidence and success

Lateness isn't a good thing and causes...

- A delay in learning
- Disruption to the whole class
- Embarrassment for the child
- Issues with friendship patterns

If your child is constantly late to school you will receive a letter and may be invited into school for a meeting.

Children don't enjoy being late to school or being left at the end of the day waiting to be collected.

## Holidays

Changes to recent legislation mean that Head Teachers are no longer able to authorise any holidays during term time.

The law does not grant parents/ carers an automatic right to take their children out of school during term time. **Any absence from school will disrupt your child's learning, effect their progress and friendships.**

Please note that any unauthorised absences may result in a Penalty Notice fine being issued by the Local Authority. A Penalty Notice is issued to each parent for each child taken out of school for 10 sessions (5 days, accumulative or collective) of unauthorised absence. A Penalty Notice is £60 per parent, per child if paid within the first 21 days. This will increase to £120 if paid within the 28 day period. Thereafter, if the penalty notice remains unpaid this may result in legal action under section 444 of the Education Act. Fixed Penalty Notices are issued by the Education Welfare Service and NOT the school.



## Lawfield Primary School

### Attendance and absence

#### Procedures

Short version

*Attend today,  
achieve tomorrow*

A full copy of the attendance and absence Policy can be found on the school website. Please take time to look at this policy as it may affect you.

## ATTENDANCE MATTERS

The National attendance target is 96%

Fact: If a child misses 1 day a week for their entire school career they would lose the equivalent of 2 years schooling!

## What to do if your child is absent

We all have a part to play in ensuring the good attendance of our children at school.

What we expect from parents-

- Contact school by 9 am if your child will be absent (01924 291973 and press option 1)
- **Provide medical evidence if attending an appointment**
- Where possible make medical appointments outside of school time
- **Not to take holidays during term time**
- To contact the school if you have any concerns

What you expect from us-

- We will contact you if a reason for absence hasn't been provided
- We will monitor the attendance of all children following our school policy
- To contact you if your child becomes unwell in school

What we expect from our children-

- To arrive in school every day, on time
- To aim to have 100% attendance

If your child misses school, they miss lessons which may not be repeated. Being absent from school makes it hard to catch up with missed learning and affects how well they achieve.

Missing one week of learning means your child will lose-

- 5 + hours of maths
- 5 hours of literacy, 2.5 hours reading
- 10 hours of PE, ART, RE, Science and History, IT, DT
- 5 hours of Social time

**It is a parent's responsibility to inform school of any absence.**

All requests for school absence outside of illness must be put in writing 4 weeks before the absence. Each request will be considered on a case to case basis.

Some unacceptable reasons to be absent-

- Holidays
- Minor illness- cough/ colds
- Birthdays
- Moving House
- Transport problems
- Shopping
- Other family members are unwell

**If your child is absent from school for an unacceptable reason they will be marked as an O which is an unauthorised absence and may be subject to a Fixed Penalty Notice or prosecution.**

## Why does coming to school everyday matter?

If your child doesn't come to school regularly-

- They may feel left out
- They may not know how to carry out learning tasks
- They may get left behind on learning
- They may have to continually build friendship groups
- They will disrupt others learning

Coming to school every day is important because it helps-

- To get the best out of the education offered in our school
- To make and keep good friendships
- To support young people in becoming successful citizens in the future
- Builds resilience

An absence is unauthorised when a child is absent without the permission of the Head Teacher. Absence is closely monitored by the school and the Education Welfare Officer who will contact you if your child's absence goes below 90%. School will write to you if your child's attendance goes below 95% to bring attendance issues to your attention.