

**Lache Primary School**

**Attendance Guidance and Information for Parents**

**“ Improving attendance is everyone’s business “**

We are here to support you and your child. Attendance every day is crucial to your child’s educational start in life. This guidance and information sets out our partnership with you and our expectations.

We understand that your child may be ill and need to stay at home. However, if they are just tired or feeling a little ‘under the weather’, please send them in as we will always call you if we think they should be at home with you. More often than not, once they are with their friends, they perk up and are fine. If you decide that your child is too ill to attend school, please ring **01244 470380** before 8.30am to let us know. If your child is off again the next day you must continue inform school each day. **Please do not Weduc teachers.**

We appreciate that children may need to go to appointments but many of these can be made after school if requested.

**THINGS YOU NEED TO KNOW…**

* Learning begins at **8.50 am**. Your child will be marked as late if they arrive any time after **9.00am** and they will also have missed 10 minutes of their learning. This could add up to **50 minutes of lost learning a week.**
* If your child’s attendance drops **below 97%** we will invite you for an informal discussion and see how we can help you and your child improve their attendance. A plan will be agreed and we will work with you to ensure that it is successful.
* If your child’s attendance drops **below 95%** you will be invited to a formal panel meeting with the attendance team and Head teacher or Deputy head. At this meeting we will discuss a way forward, but you may also be required to provide medical evidence for your child’s absences.
* If we do not receive a notification about your child’s absence, we will attempt to contact you via telephone. If we still can’t contact you our learning mentor, Mrs Lawson, will pay you a visit to ensure that all is ok. If you are not home, the absence will be unauthorised and a member of the senior leadership will discuss the absence with you on your child’s return to school.
* A member of the attendance team will be at the front door to greet any late comers and will be asking why they are late. If your child is late three times within a two-week period a member of the SLT will call you to discuss.
* If you are consistently late, we will invite you in for a meeting to discuss any help we may be able to offer you and your family.
* If your child misses 10 sessions (1 session = ½ a day) over a term you may receive a fixed penalty notice from the County Council. The amount payable is £60 if paid within 21 days, rising to £120 if paid after 21 days but within 28 days. If the penalty notice is not paid within 28 days, then the Local Authority must prosecute the parent/carer for failing to ensure regular school attendance.
* Where a child is taken out of school for 5 days or more and it is deemed an ‘unauthorised leave of absence’ by the Headteacher, each parent is liable to receive a penalty notice for each child who is absent.
* The school will not authorise holidays in term time unless your child’s attendance is above **97%.** There maybe exceptional circumstances that will be considered, such as religious observances or an exceptional sporting event. However, these requests will not be granted if the child’s attendance is below 90%.
* Holidays forms must be completed prior to the holiday. They are available at the school office and in your child’s classroom.

**We believe in rewarding Attendance HEROES:** ( **H**ere **E**very day**, R**eady**, O**n time**, E**njoying **S**chool)

* Every Friday we celebrate good attendance as part of our Celebration Assembly.
* All classes go in the ‘Attendance Hat’ at the start of every half term; then the class with the best attendance of the week goes in again.
* The top 2 classes will have golden time the following week.
* At the end of each half term a class will be pulled out of the hat; they will win the attendance cup filled with Heroes chocolates.
* Once every half term we will do ‘HEROES WEEK’ when the whole school is encouraged to be Here, Every day, Ready, On time. Children will receive a certificate.
* At the end of each half term children with at least 97% attendance will receive a wristband with a chance to collect all 6 throughout the year. One of these children from each class will also receive a box of Heroes to share with their family at home.
* All children with 100% attendance at the end of the year will receive a voucher.

For the full Attendance Policy please visit www.lache.cheshire.sch.uk

It is your responsibility to get your child to school on time and we know you don’t want them to miss out on vital learning. If you are finding it difficult please come in and speak to Mrs Lawson.

Again, many thanks for your continued support,

Yours sincerely,



Mrs Kate Seager