

Good attendance is the **key to success** for our children and therefore forms part of our LCPS vision:

# Happy, Healthy, Here

At Linthorpe Community Primary School, we take Attendance very seriously and pride ourselves on continuously striving for above national average yearly attendance (96%).



## PARENTS

It is the **legal responsibility** of parents/ carers/ guardians to ensure that their child attends school every day.

Parents have a **vital role** to play. Through teamwork and good communication systems between school and home, our aim is to work together to ensure that we give our children **the best life chances** possible.

## UNDERSTANDING ATTENDANCE MARKS

Whilst we would like all children to have 100% attendance, we realise that this is not always possible. As a parent/carer you can ensure your child has **good attendance (96% or above)** by:

- Making all doctor and dentist appointments **outside of school time** where possible (we require evidence of all appointments during school hours). If an appointment must be made, it is expected that pupils come to school before the time of the appointment and return after the appointment.
- Avoiding taking holidays during term time. Holidays in term time are **unable to be authorised**.
- Contacting the school to let us know why your child is absent if your child is unwell.

## REGISTERS

School morning and afternoon **registers** are a legal document and must be taken by all schools in the UK.

Each class has an electronic attendance register. It is the school's policy that registers be completed within 10 minutes of each year group's start time.

**AM Register** - Registers are submitted after school starts; any lateness after this time will result in a late mark. It is our policy to record a late mark (L) for children who arrive at school after class registration has taken place.

**PM Register** - is taken immediately after lunchtime and completed within 10 minutes of the afternoon session start time. If a pupil arrives to school 5 minutes after school start time, they will be marked as late (L).



# ABSENCE

## Did you know there is a direct proven link between pupil achievement at school and their attendance over time?

Any absence from school can have a detrimental effect on a child's future progress and continuity of learning. Regular absence can have a significant impact on achievement.

It is the parent's responsibility to inform school of the reason for a child's absence. Parents can call the school office or alternatively report absence on ParentPay. If we have not received a reason for absence by 9.30am on the first day of absence, a member of the Attendance Team will contact the home contact number to try and ascertain the reason for absence.

We would like to receive notification as soon as the child is absent from school. We ask that the parent telephones the school office before 9am

each morning their child is absent to discuss the reason for the absence.

We may request information when the child returns to school, in the form of a note and any medical evidence such as prescription, appointment card etc.

**Authorised Absence** - this is an absence that has been agreed with the school, with relevant evidence provided. This is at the discretion of the Headteacher.

**Unauthorised Absence** - this is an absence for which a suitable reason, or relevant evidence, has not been provided and so the absence is not authorised.

**% Attendance** - this is your child's individual attendance percentage based on their attendance to date since the start of the school year in September.

The table below shows an example of the amount of lost learning due to pupil absence:

Explanation of Annual (%) Attendance	
Attendance	Days missed over a year
100%	0 days missed over a year
95%	10 days
90% - Persistent Absence Threshold	19 days
80%	38 days
70%	57 days

Attendance of **90% or below** is considered as **Persistent Absence** which will be closely monitored by school staff.

# HELPING US TO HELP YOU

Barriers to attendance are always much quicker to resolve when we can come together to discuss, with the shared goal of getting the pupil into school.

If there is a pattern of absence that we as a school or you as a parent/guardian/carer notice such as regular absence on a certain day, it is important to **get together and discuss** what we can do to overcome any challenges or barriers that may be preventing your child from attending.

If there has been any anxiety or worry about attending for any reason, it is important that we get the pupil and you as a parent/guardian/ carer in to prepare a plan to support your child moving forward.

If a pupil has a sniffle, we ask for your support in being resilient with getting your child into school - in the same way that we would be resilient in getting to work.

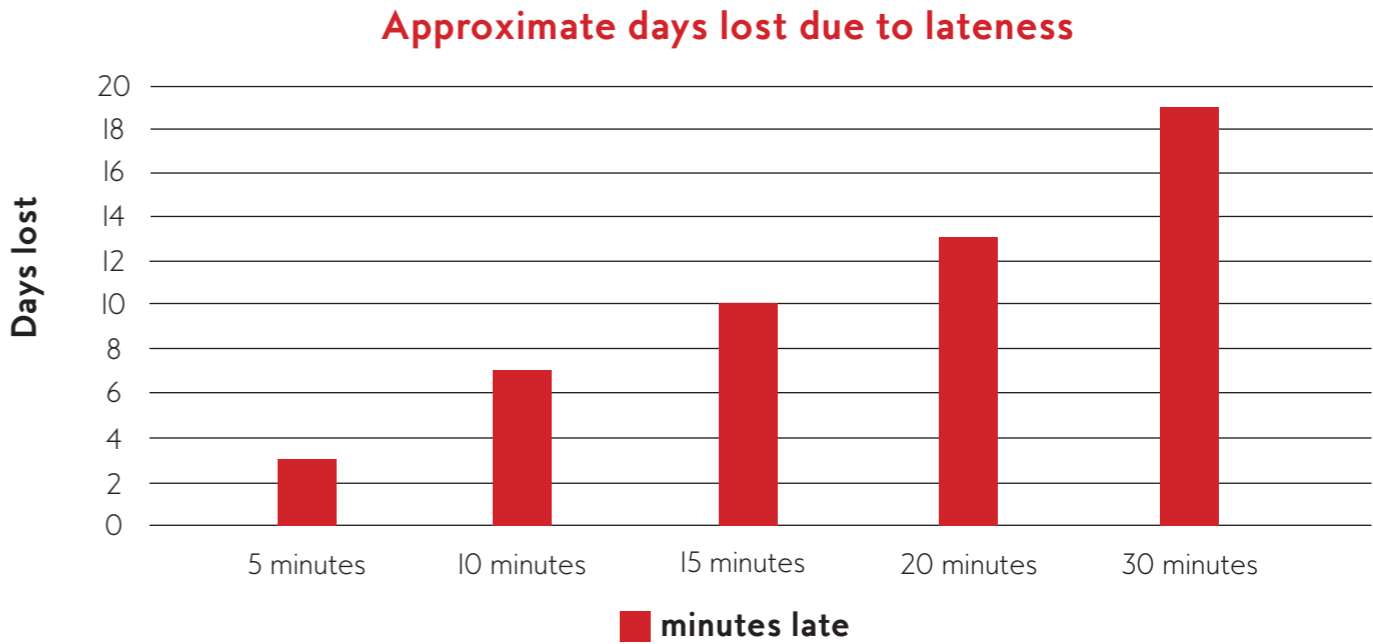
# PUNCTUALITY

It is important that pupils are punctual so that they do not miss out on the beginning of each school day. The register is taken promptly at the start of the school day. If a pupil arrives 5 minutes late or more, they will be recorded as late on the register.

Please see the below table for a reminder of school start times:

School Start Times	
Nursery and LL	Session 1 - 8.30am - 8.45am Session 2 - 12.15pm - 12.30pm
Reception	8.40am - 8.50am
Year 1	8.40am
Year 2	8.50am
Year 3, 4, 5 & 6	8.45am

If a pupil arrives late every day, their learning begins to suffer. Below is a graph showing how being late to school over the school year adds up to lost learning time.



# PROMOTING GOOD ATTENDANCE AND PUNCTUALITY

The importance and benefits of regular Attendance and Punctuality are actively promoted to parents and children at Linthorpe Community Primary School through:

- Our school vision - Happy, Healthy and Here
- Parent Welcome assemblies
- Parent consultation time - attendance and punctuality are discussed
- Weekly attendance data shown on the screen in the school entrance
- Attendance and punctuality information are included in pupil reports
- Communication with parents e.g. newsletters and school website

As well as taking appropriate action against parents who fail to secure the regular attendance of their children, we will take steps to reward good attendance and punctuality at Linthorpe Community Primary School.

## REWARDS AND INCENTIVES INCLUDE:

- Weekly whole school 'Attendance Champions' presented in assemblies.
- Termly attendance rewards for improved attendance over time throughout the year to encourage and promote punctuality with family prizes in our 'Beat the Bell' Challenges.
- Throughout the year there are a number of rewards and opportunities available to those pupils who maintain good attendance and also improve their attendance.
- We want all our pupils to be able to benefit from these rewards by keeping their attendance up and by being on time for school.

Happy,  
Healthy,  
Here

