



Lache Primary School

Mini Attendance Policy for Parents

We are here to support you and your child. Attendance every day is crucial to your child's educational start in life. This mini policy 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 981333 and let us know.

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 93%** you will be invited to a formal panel meeting with our Attendance Governor. 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 your child misses 10 sessions (1 session = ½ a day) over a term you may receive a fixed penalty notice from the County Council. This can be for irregular attendance or for a holiday.

We believe in rewarding those who have great attendance:

- At the end of every week the 2 classes with the highest attendance will have golden time on a Friday afternoon. The top winners will have their name put into a hat.
- Half termly, the class that has been the weekly winner the most will have a party afternoon along with the class that has their name pulled out of the hat.
- Every week those children who have achieved 100% attendance will have a chance of winning a prize from the class prize box.
- At the end of every half term all children that have 97% attendance and over will be in with a chance of winning a hamper.
- The child or family with the most improved attendance will also win a hamper.
- At the end of the year any child with over 98% attendance will be entered into a draw to win one of three £50 gift vouchers.
- All children with 100% attendance at the end of the year will receive a voucher.

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.