

## **ATTENDANCE AND PUNCTUALITY INFORMATION FOR PARENTS**

In keeping with our ethos of working together with parents, this leaflet clearly sets out important information about our attendance and absence policy. (The full copy of our Attendance Policy is available on our school website). For your child to gain the greatest benefit from education and to set good practices for their future working life it is vital that they attend school regularly and punctually. The responsibility for ensuring children attend school rests with a child's parents or carers.

### Why regular attendance is so important

We know that young children can be susceptible to illness and understand that if they are unwell they may need time off school to recover. However, regular absences will seriously affect their learning and could affect their emotional wellbeing (sometimes young children find it hard to come to school again after a break in routine). Ensuring your child comes to school on time every day is your legal responsibility and keeping them off school without good reason is an offence in law. Persistent absence results in meetings with the school and possible prosecution, which is something we want to avoid.



If your child is absent from school because they are ill you must:

- Phone the school office by 9:20am to tell us why they are away that day, or leave a message on the answerphone
- Phone us every day they are away to keep in touch
- If it is impossible to phone then please email or ensure that you bring in a written note as soon as possible  
(School phone number: 01603 413946  
School email: [office@lodge.lane.norfolk.sch.uk](mailto:office@lodge.lane.norfolk.sch.uk))



If your child is away and we don't know why we will contact you.



## Holidays

### **Holidays should not be booked during term time.**

In line with Government policy on school attendance, we will not authorise any holiday absences unless there are *exceptional circumstances* for which you can provide evidence.

### **If you want your child to have time off school for any reason, including holidays and medical appointments, you must:**

- Collect a form (Application for Leave of Absence) from the school office BEFORE the absence
- Complete the form with as much information as you can about why you want to take your child out of school and return it to the school office. Within a few days you will receive a written response to your request

**Medical/Dental Appointments** must be supported by evidence i.e. appointment card/hospital letter. We always look at every case individually.

## Authorised and Unauthorised Absences

The school has, by law, to classify every absence mark your child has with either 'authorised' or 'unauthorised'. The school Governors are responsible, with the Headteacher, for making a judgement about how to classify each absence. Schools have to report their absences termly to the Local Authority who may want to contact parents about high rates of absence.

Authorised absences will be granted for good reasons e.g. illness, medical or dental appointments (we may ask to see an appointment card), emergencies or other exceptional circumstances after discussion with the Headteacher. When deciding whether to authorise an absence the Headteacher and Governors will take into account previous absences and the % attendance for the year for that child.

Unauthorised absences are those which the school does not consider essential or reasonable. Holidays will not be authorised unless there are exceptional circumstances. Examples of unauthorised absence could include:

Forgetting school dates  
Oversleeping  
A family member being ill  
Day trips or family outings  
Problems with uniform/clothing

Birthdays  
Holidays

### Lateness

Being on time is very important – not just in school – but in all walks of life. We ask parents to set a good example to their children by being punctual.

Every class starts the school day with Morning Meeting – this is an important part of school life and we do not want your child to miss out.



Although teachers are very careful NOT to make an issue of it, children who are late can get upset or embarrassed about walking into a classroom in front of all their friends who are settled on the carpet having their meeting.

- Classroom doors are opened at 8.50am and registers are marked at 9:00am
- If a child arrives after the classroom doors have been closed, parents **MUST** sign them in at the office (so that we have a record of the child being on site in case of an emergency) and they will be marked as 'late' on the register along with a record of how many minutes late
- If your child comes in later than 9:20am they will be marked in, but as 'unauthorised'
- If they have several unauthorised marks the Headteacher will want to have a meeting with you to discuss the reasons why

### Working with parents and families

We do want to help you – and the vast majority of children at our school have **very good attendance**.

These are some of the ways we could help you if you have difficulties getting your child to school on time or attending regularly:

- Meetings to discuss your needs and difficulties
- Encouraging you to book a place at Cheeky Monkeys Breakfast Club for your child
- Helping you to link up with other parents who may be able to bring your child to school on occasions
- Contacting the school nurse about medical issues you may be worried about

- Working with your child to help them understand how important it is to get ready quickly in the mornings and not “play up”!
- Rewarding children with good or improved attendance and punctuality with certificates

**PLEASE DO COME AND TALK TO US – WE ARE HERE TO HELP YOU AND YOUR CHILD.**

