



Attendance Matters!

Dear Parents/Carers

As you may be aware the attendance of all children is of great importance and we work hard at Lister Infant and Lister Junior Schools to encourage children to reach the expected government target of 97%.

We do this by:

- Making our school a lively and interesting place to be
- Creating a positive environment where children feel safe and secure
- Ensuring careful monitoring of attendance data is regularly carried out
- Reminding parents/carers of their responsibilities
- Working with the parents/carers of children who may be experiencing difficulty in attending school.
- Liaise with the Education Welfare Officer (EWO) regarding attendance issues.
- Rewarding excellent attendance through certificates and treats (Junior School only)

As we begin a new academic year, it is important to remind parent/carers of procedures that are in place regarding attendance.

1. Children should be in school every day unless they are ill. If children have conditions such as chicken pox, tonsillitis, vomiting and diarrhoea they should be kept at home. Coughs, colds, headaches and anything that can generally be made better with paracetamol, can be dealt with in school and children should attend.
2. We have a legal requirement to monitor children's attendance and inform you if it becomes a cause for concern e.g. if it falls to around 93% at specific times in the school year.
3. Any child whose attendance falls below 90% is classed as being 'persistently absent' and will be contacted by the EWO.
4. Medical evidence may be requested and can be provided as a prescription or labelled medication.
5. In the Junior School attendance is linked to end of half term behaviour rewards. The number of periods of absence will be counted rather than the number of days. Discretion will be used to assess individual situations.

Please Note: In order to attain the target of 97% attendance, children should have no more than 4 days off throughout the whole year.

Requests for leave of absence during term time

All planned absences should be requested in advance. This should be in writing to the head teacher and will only be granted in **exceptional circumstances**.

If leave of absence is declined and the child is taken out of school regardless, it will be marked as unauthorised.

Both the government and Local Authority state that absence for holidays should not be authorised. Any holidays taken during term time of 5 days or more will incur a penalty notice of £60 per parent per child. This is issued and collected by the Local Authority and not the school.

Yours sincerely,

Mrs J. Davies
Head Teacher, Lister Infant School

Mr S. King
Head Teacher, Lister Junior School