



Lister Primary School

Attendance Matters

Information for Parents and Carers
Regarding Attendance and Punctuality.



Our attendance target for all pupils is 97% and above.



At Lister Primary School we expect children to attend school every day , as long as they are fit and healthy to do so.

Is 90% Attendance Good?

Anything less than 100% attendance means that your child is missing parts of their education. For example, 90% attendance in one academic year is the same as missing 4 whole weeks of school.

Punctuality

When a child arrives late to school it can be very disruptive to your child, the teacher and the other children in the class. School starts at 8.45am each morning. Morning registration closes at 8.55am. If your child arrives at school after this time they will receive a late registration mark.

Absence from School

Absence from school includes sickness, attending an appointment or any other reason that means your child is not present.

If your child is absent from school, please:

- Ring school at the earliest opportunity (on each day of absence)
- If you know your child is going to be absent (for example an appointment), please bring the appointment letter to the school office for a copy to be taken for your child's attendance record.

School will contact Parents/Carers if a reason for absence has not been received by 9.15am.

What is Unauthorised Absence?

We authorise your child's absence once we have received an explanation either by calling the school office, leaving a voice mail message or sending a message on Arbor.

Absence may however be unauthorised if you do not contact school to let us know the reason for a child's absence or if your child's attendance is very low.

Medical evidence will also be asked for and a copy will be added to your child's school attendance record.

Parents will be contacted and asked to meet with the School Education Welfare Office (Sharon Kyle) to see how we can help improve attendance with support offered to parents and pupils. If concerns remain, school may have to consider a referral to external agencies.

Holidays During Term Time

Holidays taken in term time are not authorised. Family Holidays should be taken during school holiday dates. Holiday dates can be found on the school website. Please be mindful that absence due to a holiday is not and never will be a parents entitlement.

Penalty Notices

As a parent you are committing an offence if you fail to make sure that your child attends school regularly. Parents whose children are on the school register and fail to ensure regular and punctual attendance of their child may be guilty of an offence under section 444 or 444(1A) of the Education Act 1996 and the Local Authority may issue a Penalty Notice.



Arbor



Lateness

Poor punctuality is not acceptable. The school day starts at 8.45am with registers being taken by 8:55am. If your child misses the start of the day they can miss lots of learning and some learning can't be caught up with. Late arrival after 9.30am is classed as an absence. If a child is persistently late school may request the Local Authority to issue a Penalty Notice. Children who are persistently late or are regularly picked up early may be asked to catch up on work during non-lesson time. The school day ends at 3.15pm and children who are picked up consistently late will be sent to After School Club to be supervised and this will incur a cost of £10 per session. We understand that there may be good reasons for occasional late pick ups and these will be taken into consideration.

Monitoring Attendance & Concerns

We have a legal requirement to monitor children's attendance at school. If your child's attendance becomes a cause for concern we will contact you by letter, telephone or home visit by the Education Welfare Officer (EWO) Sharon Kyle. From September 2015 the government classifies any child whose attendance is under 90% as 'persistently absent' and encourage the involvement of outside agencies such as:

- Legal action through a Magistrates Court in accordance with the Education Act 1996
- Fixed Penalty Notices

Reporting Absences

If your child is going to be absent please notify the school via the Arbor App, call the office and leave a message or speak to Mrs Davidson as early as possible on:

0151 228 4069

