



Attendance and Punctuality Factsheet

At Lunsford, we strive for the highest possible standard of education for all pupils and recognise that this can only be achieved by supporting and promoting excellent attendance and punctuality. This is based on the belief that only by attending school regularly and punctually will pupils be able to take full advantage of the educational opportunities available to them. Parents and carers play a key role in ensuring primary-aged pupils attend school regularly and arrive on time.

Many pupils achieve 100% attendance but there are some whose patterns of attendance cause concern.

You will have seen that we have recently introduced a weekly Attendance and Punctuality Bulletin as part of our Newsletter.

Why is it important for children not to miss school?

All parents want the best for their children and for them to get on well in life. Having a good education is important to ensure that they have the best opportunities in their adult life. They only get one chance at school, and your child's future may be affected by not attending school or alternative provision regularly. If children do not attend school regularly they may:

- Struggle to keep up with school work. In a busy school day it is difficult for schools to find the extra time to help a child catch up.
- Miss out on the social side of school life. Poor attendance can affect children's ability to make and keep friendships; a vital part of growing up.

Setting good attendance patterns from an early age through primary school will also help your child later on in their life. Children who have a poor school attendance record may have less chance of securing a job when they are adults.

Being on time is also vital. Arriving late at school can be very disruptive for your child, their teacher and the other children in the class. Some parents may be finding it difficult to ensure that their child attends school regularly. If this is the case please speak to Mr Anscombe as soon as possible so that the situation can be addressed.

• Attendance & Achievement

95-100%	Best Chance of Success	Your child is taking full advantage of every learning opportunity
90-95%	At least 2 weeks of learning missed	Satisfactory. Your child might have to spend time catching up on work.
85-90%	At least 4 weeks of learning missed	Your child might be at risk of underachieving and may need extra support in order to catch up.
80-85%	At least 5 ½ weeks of learning missed	Your child's poor attendance has a significant negative impact on their learning.
Below 80%	At least 7 ½ weeks of learning missed	Your child is missing out on a broad and balanced education. You are at risk of prosecution.

• Tracking Attendance and Punctuality

At Lunsford, each pupil's attendance and punctuality is tracked. Where attendance or punctuality data causes a concern, parents are informed of this by letter and could be invited in to discuss attendance and punctuality with the FLO and or the Headteacher/ Attendance Officer.

- **Progress & Attainment**

What might the impact of poor attendance be on your child? In primary schools less than 65% of children achieve good results in English and Maths with an average of 15 days absence a year compared to almost 90% where the average is less than 8 days. Parents can be very surprised at how quickly their children can accumulate 15 days absence within a year.

The school's Family Liaison Officer and Attendance Officer meet regularly with members of the Senior Leadership Team to look at attendance rates and cross reference these with pupils' current progress and attainment scores. Parents will be informed if their child is falling behind academically as a result of poor attendance or punctuality.

- **Education Welfare Officer**

The school's allocated Education Welfare Officer ("EWO") is in regular contact with the school's FLO and Attendance Officer to discuss patterns of attendance and punctuality that are causing concern. Parents are invited in to meet the EWO or, sometimes, they will conduct a home visit to discuss your child's attendance. The EWO also assists the school when there is a need to refer parents to the courts regarding their child's poor attendance.

- **Problems with Attendance & Punctuality**

Are you having problems with:	Then have you tried:
<ul style="list-style-type: none"> ▪ Getting your child to bed at night or out of bed in the morning? ▪ Finding uniform, school books or bags? ▪ Your child eating breakfast slowly? ▪ Your child not having done their homework? ▪ Your child watching too much TV or spending too much time on electronic gadgets? ▪ Your child getting anxious about school work or tests? 	<ul style="list-style-type: none"> ▪ Establishing set times and routines for bedtime? ▪ Asking your child to prepare their school bag and uniform the night before? ▪ Establishing a set time for breakfast where the family eat together? ▪ Having a daily homework slot? ▪ Limiting TV viewing or screen time on other devices to a set period each evening and morning? ▪ Talking about school in a positive way and speaking to your child's Class Teacher about any concerns / anxieties?

- **What does the law say?**

By law, all children of compulsory school age (between 5 and 16) must receive a suitable, full time education. As a parent, you are responsible for making sure this happens, either by registering your child at a school or by making other arrangements which provide a suitable full time education. Once your child is registered at a school you are responsible for making sure he or she attends regularly. If your child fails to attend regularly – even if they miss school without you knowing – the Local Authority (LA) may take legal action against you. The LA is responsible for making sure that parents fulfil their responsibilities. Parents are responsible for making sure that their registered children regularly attend school or any alternative provision arranged them.

- **What happens if your child does not attend school regularly?**

Your child's school is responsible by law for reporting poor attendance to the LA. As a parent, you are committing an offence if you fail to make sure that your child attends school regularly, even if they are missing school without your knowledge. You run the risk of being issued with a penalty notice of being

taken to court. The LA may decide to prosecute a parent. If this happens: Parents can be fined up to £2,500 or imprisoned for failing to ensure that their child attends school regularly; Magistrates can also impose a Parenting Order, which means that the parent has to attend a counselling and guidance programme, usually a parenting class.

- **Term Time Leave**

Lunsford Primary School does not authorise term-time holidays. Whenever the need arises to take a child out of school during term time, parents must complete a Leave of Absence Request Form. The Headteacher will consider each application individually and consider whether the reason for absence constitutes exceptional circumstances. At Lunsford, exceptional circumstances are emergency or unavoidable events which relate directly to the child or immediate parents / carers i.e mother / father. In each Leave of Absence Request, the Headteacher's decision is final.

Absence will be authorised for the following:	Absence will NOT be authorised for the following:
<ul style="list-style-type: none"> ▪ Illness ▪ Medical or Dental appointments* (which should be made with least disruption to your child's learning and, where possible, after 3.30pm or during school holidays) ▪ Performing Rights eg Theatre Productions ▪ Examinations of dance, music or school entrance tests ▪ Family Bereavement ▪ Religious Observances 	<ul style="list-style-type: none"> ▪ Illness of a parent ▪ Holidays ▪ Day Trips / Long Weekends ▪ Birthday or other family celebrations ▪ Visits to family abroad or families working abroad ▪ Surprise visits or trips booked without knowledge

- **Punctuality**

As well as regular attendance at school, parents need to ensure that their child arrives at school in good time each morning.

Being late for school has many negative consequences:

- Gets the day off to a bad start;
- Increases stress and upset for the child;
- Can lead to the child feeling embarrassed and singled out;
- Affects the child's overall confidence;
- Disrupts the learning of other class members;
- Creates bad habits which could lead to poor attendance;
- Confusion for your child as work or activities might have been started

Don't be Late Through the Gate!

School starts at 8.30 am for Reception and KS1 and 8.40 am for KS2 with the registers at 8.50am.

Being late on a regular basis adds up to a loss of learning time.

5 Mins late every day
10 mins late every day
15 mins late every day
20 mins late every day
30 mins late every day

3.4 days of learning lost every year
6.9 days of learning lost every year
10.3 days of learning lost every year
13.8 days of learning lost every year
20.7 days of learning lost every day

Upon arrival, if the school gates are closed, parents must bring their child to the school office. The office staff will then arrange for the child to join their class.

If the child arrives after 8.50am and before 9.19am they will be marked as L (late -which is classed as an authorised absence) on the school register and the parent will be asked to complete a late register entry.

Any child who arrives after 9.20am will be registered as U (Late after the register closes - which is classed as an unauthorized absence), unless preapproval of the lateness has been agreed with the Headteacher. Again the parent will be asked to complete a late register entry.