



Lodge Farm Primary School
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“Learning in mind, community at heart”

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Headteacher: Mr Ben Hodson

Friday 17th November 2023

Dear parents,

As you will be aware school attendance is extremely important if children are to be successful in their education. With this in mind, the school’s attendance procedures have been updated to ensure they are clear for everyone. It is important that we work closely with parents to offer any support we can which is why our procedure is changing. We are mindful of the importance for us to communicate with you clearly and to ensure you are aware of your child’s attendance. It is often the case that parents are not aware of the impact of even a short absence.

Our procedure is:

- Parents must make daily contact with the school to explain an absence by 9am
- If the office has been unable to find out a reason for absence, by 10am, then a home visit will be made to ensure the family is safe and well
- If there is no answer at home and therefore the office is still concerned about a family, then the police will be called to do a safe and well check

Legally the school is required to monitor and report on school attendance and offer guidance and support as necessary. In order to do this, a new communication system will be put in place. This will help parents and children to have a greater awareness of attendance and how absence may be affecting their education.

- The school will monitor attendance weekly and look at the previous half term’s attendance figure
- A Letter 1 will be sent to alert you to the impact recent absence has had when attendance drops below the minimum of 97%.
- A Letter 2 will be sent to invite you to a meeting with Mrs Bull, our Family Worker, to offer support when attendance continues to be at or below 93%
- A Letter 3 will be sent to invite you to a meeting with a member of the Senior Leadership Team when a child is a persistent absentee from school i.e. with attendance at 90% or below.
- *When attendance is at 90% or below, medical evidence is required for the school to consider authorising the absence.*
- *A U code is used when a child is very late and arrives from 9.15am. This counts as an unauthorised absence. As they are unauthorised sessions, these missed sessions will*

contribute towards the possibility of receiving a Fixed Penalty Notice from the Local Authority.

We hope by offering support and making the procedure clear, it will help all children to be in school and well supported. If you have any questions or do require support or guidance please make an appointment to see Mrs. Bull in the first instance. She will be very happy to help.

Thank you in advance for your support and understanding,



Mr. Hodson

Headteacher



Mrs. Simpson

Assistant Head for Attendance