



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

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Acting Headteacher: Mrs Angie Smith

Thursday 28th March 2024

Attendance

Dear parents/carers,

At Lodge Farm we are always working very hard to ensure that our attendance is as high as it can be. We know that there are times when children are unwell and that it is prudent for them to remain at home and get better before returning to school. However, we have a large number of children in the school whose attendance is below 90%. It is our statutory obligation to report upon these figures and prove that we are rigorous in our approach to ensuring every child is in school. When a child’s attendance is below 90%, they are classed as a ‘persistent absentee’ by the Local Authority.

For a child’s attendance to drop below 90%, there will have been a higher-than-average number of absences. It is important the school are aware of any on-going health problems so we can put the correct support in place, so please ask to speak to Mary Bull as a first port of call to discuss this.

Due to the large number of absences that persistent absentees will have had, the school must record proof in order to authorise any periods of absence. Without this, the absence will be unauthorised. This proof can take the form of any of the following examples:

- a copy of prescription
- a copy of text confirming appointment with your GP (e.g. a screenshot)
- a hospital letter
- a photograph of prescription medicine

If you are unsure of what would constitute as medical evidence, please ask to speak to Mrs Bull.

Please look on Arbor to see your child’s attendance percentage and see the table below for information on the school’s actions regarding attendance.

<u>Attendance</u>	<u>Action Taken</u>
100% - 97% - Good attendance	Certificate for 100% attendance
<95%	Monitored during weekly attendance meetings in school
<93%	Letter sent to inform parent that attendance has dipped
<92%	Phone call made to parent by attendance team in school, support offered if needed
<90%	Letter 2 (Formal letter informing that medical evidence must be provided) Meeting with member of school attendance team Forward actions agreed at meeting
10 unauthorised absences (1 day = 2 unauthorised sessions)	Formal Fixed Penalty Notification letter sent via post. 1 per parent, per child.
15 unauthorised absences (1 day = 2 unauthorised sessions)	Referral made to Local Authority to issue a Fixed Penalty Notice
Pattern of late arrival to school (arrival before 9am)	Phone call made to parent by attendance team in school, support offered if needed

Pattern of late arrival to school (arrival after 9am – marked as unauthorised absence. Two unauthorised lates = 1 unauthorised session)	Meeting or phone call with member of school attendance team Forward actions agreed at meeting
Improved attendance	Termly certificate in recognition of improved attendance

Thank you for your continued support with this.

Kind regards,
The Senior Leadership Team