



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

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Interim Headteacher: Dr Clare Herbert

Friday 3rd March 2023

Dear Parents/Carers,

Attendance at Lodge Farm

At Lodge Farm Primary School we expect pupils to attend school every day in order for them to reach their potential. Significant periods of absence are likely to adversely affect a child’s attainment and can impact on their friendships and wellbeing. We have set a target for all children to be present for at least **96%** of the time. This means no more than 6 absences in a school year. Of course, there will be extenuating circumstances, which the school may take into consideration such as serious illness, operations etc.

We have an increasing number of families requesting time off for holidays in term time. Whilst we sympathise with families regarding the cost implications, taking pupils out of school for prolonged periods of time can have a detrimental impact on their learning. Punctuality is also important. Being five minutes late for school every day equates to almost three days of missed school. We will be monitoring attendance and punctuality closely in order to offer support to those families who are struggling with either attendance and/or punctuality. Our new attendance policy, includes the following:

Supporting good attendance	A weekly celebration assembly will be held that will celebrate those who have managed to maintain 100% attendance that week. Their names will be entered for a weekly raffle, with a chance to win a small prize. As this is <u>weekly</u> , a short illness will not affect the following week’s chance to be in the raffle.
Absence	Parents/Carers must inform the school by 9:15am that same day if their child is absent from school. If we have not heard from you by 10am , a welfare check may be carried out. Without good reason given, the absence will be recorded as unauthorised.
Persistent absence (PA) attendance below 90%	Parents/Carers will be sent a letter and invited to discuss their child’s attendance and how we may help to support an improvement. If there is no improvement, a letter will be sent asking for medical evidence to be provided in the event of future illness. In the event of a third letter, you may be subject to a Fixed Penalty Notice.
Term-time absences	This must be applied for in advance. Holidays will not be approved. Any unapproved term-time absence will result in an authorised absence being recorded. Any unauthorised absence may result in a warning letter. 15 sessions may result in a Fixed Penalty Notice.
Medical Appointments	Medical appointments should be made outside of school hours wherever possible. Children must attend school before and after their appointment. Evidence of the appointment should be provided wherever possible.
Punctuality	Registers close at 9am . Arrivals after this will be marked as ‘Late’. Arrivals after 9:15am will be marked as ‘Unauthorised’. 5 or more ‘lates’ will result in a letter and/or a meeting.

Most importantly, if you are experiencing any problems with attendance or punctuality, we hope that you will engage with the school. This will help us to best support you and your child.

Kind regards,

Mrs Alexa Simpson

Assistant Headteacher and Attendance Lead