

## HOW WE WILL KEEP PARENTS INFORMED

1. Whole school attendance information in regular newsletters, including the number of children achieving 100% attendance in any term.
2. Attendance information given to parents at parents evenings
3. First day challenge if a child is not in school and we have had no reason for absence
4. Individual communication to parents of children whose attendance falls below 90%
5. Individual communication to parents of children who are regularly late for school to let them know what lessons their children have missed in the previous few weeks
6. Individual communication to parents to let them know if attendance has improved

## ***WE ARE AVAILABLE TO TALK TO YOU ABOUT ATTENDANCE ISSUES***

- Taking term time holiday - no longer authorised by school
- Getting your children in to school on time
- Accessing breakfast club

Please call in to the school or telephone for information and advice



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**THE LANCASTER  
SCHOOL**

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***ATTENDANCE***

***MATTERS!***

## A CHILD NOT IN SCHOOL IS A CHILD WE CANNOT TEACH

We work hard to ensure that the children at our school have access to the best teaching and learning we can offer. If children are not at school we cannot give them these opportunities.

The government is now focused on school attendance of at least 90% in each school year, and expects schools to report on such absence - individual and whole school.

**A child late for school by 10 minutes or more is missing vital teaching and learning, which cannot be regained.**

We ask that parents and carers make every effort to get children in to school daily and on time.

**If your child is ill or you have a difficulty getting your child to school you should contact the school before 10 o'clock on the first day of absence, with a valid reason for absence.**

## WORKING TOGETHER TO IMPROVE ATTENDANCE

There is much we can achieve by working together to improve attendance. Please take the time to read this leaflet and to work with the school to get our children - your children - in school, on time and on track to learn and to enjoy learning.

## HOW WE WILL ADDRESS ATTENDANCE ISSUES

Weekly monitoring of attendance

↓  
Persistently late for school or  
attendance falls below 90%

↓  
Letter to parents

↓  
Meeting with head teacher and  
parents to discuss attendance  
issues

↓  
Referral to Family Support Worker

↓  
Regular updates to parents on  
attendance levels

↓  
Referral to Educational Welfare  
Service if no improvement

↓  
Continued monitoring of  
attendance

## HOW WE WILL CELEBRATE GOOD ATTENDANCE

Weekly monitoring of attendance

↓  
Weekly celebration of class  
attendance percentages

↓  
Measuring improved attendance  
termly for individual children

↓  
Termly certificates to recognise  
100% and improved attendance

↓  
End of year certificates to  
recognise high overall attendance

