

## St Luke's CE Primary School

### Attendance Policy

Good attendance is really important. We want all the children at St Luke's to thrive and grow. We want to open eyes, hearts and minds. This is only possible if the children are at school. We also want to safeguard all our children.

The school day is 9 – 3.20. The school doors are opened at 8.50 so children have time to get in and settled ready for the start of the school day. Children arriving after 9am will get a late mark. Children arriving after 9.30 are arriving after the close of registers and will be marked as such. This counts as an unauthorised absence. Punctuality is really important it sets the day up well for the children and helps them be ready to learn. A child coming in late is often anxious and finds it difficult to settle at the start of the day. We understand that occasionally mornings go wrong and if this happens we would rather your child came in late than not at all. If a child is persistently late we will work with parents to improve punctuality.

We encourage children to attend every day unless they are not well enough to do so. If a child's attendance falls below 98% we will explore the reasons why. If attendance falls below 90% and there is no extenuating circumstances school will refer the family to the family resource workers to help improve the child's attendance. If this does not improve their attendance school will consider the use of fixed penalty notices.

Parents are expected to make non urgent appointments for their children outside the school day.

If a child is not well enough to attend school parents/carers must inform school by phone, email or text. If a child is not in school and we have not heard from a parent/carer we will phone to find out where the child is. This is for safeguarding reasons.

Parents may request special leave for their child in exceptional circumstances by completing the form available from the website or school office. Leave will not be granted for holidays in school time except in exceptional circumstances. The taking of a holiday in term time may lead to the issuing of a fixed penalty notice.

We know some children have medical or SEND reasons for reduced attendance we will work with those families to support the children.

Any parent wanting to discuss attendance should talk to the Headteacher who leads on this.