Attendance Policy

Approved by:	SLT/Governing body	01.10.26
Last reviewed on:	September 2026	
Next review due by:	September 2027 (Annually)	

Article 28
Every child has the right to an education. Primary education must be free. Secondary education must be available for every child. Discipline in schools must respect children's dignity. Richer countries must help poorer countries achieve this.

Article 29
Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

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**School Attendance Meeting Letters are available on request*

1. Introduction

At Lyme Community Primary School, we aim to consistently work towards our goal of 100% attendance for all children. Every opportunity will be used to convey the importance of regular, punctual attendance to pupils, parents, and carers.

Our school is committed to providing the best possible quality of education to all learners. **For a child to reach their full educational achievement a high level of school attendance is essential.**

'Attendance is EVERYBODY'S responsibility'

It is the responsibility of all members of our school community to maintain and monitor good school attendance.

Our attendance expectations are very simple:

We attend school REGULARLY

We attend school PUNCTUALLY

We attend school READY to learn

We expect all our children to achieve at least a **96%** attendance percentage each year. However, we know that there can sometimes be exceptional reasons why children cannot attend school, such as illness.

At Lyme Community Primary School, we will listen, understand, empathise, and provide support when children are unable to attend school – however we will not tolerate poor attendance and will always be proactive in helping our families to improve this, enable children to return to the classroom as soon as possible.

This policy will set out, in detail, the many ways in which our community will work together to support good attendance.

Key Attendance Contact at Lyme Community Primary School:

Jen Lammond –Pastoral Manager

Lyndsay Nolan – Education Welfare Officer

2. What are the attendance expectations?

2.1 School Aims

- ✓ We want all our children to attend school daily, arriving on time and to be ready for a day of learning.
- ✓ We want all our children to achieve at least a **96%** attendance rate.
- ✓ We want to remove barriers that prevent children from having good school attendance
- ✓ We want to support families to achieve good school attendance for their children
- ✓ We want our children to be safe, healthy and successful.

2.2 Statutory Requirements

The 1996 Education Act states:

'It is the duty of the parent of every child of compulsory school age to ensure they receive efficient full-time education suitable to their age, ability and aptitude, and any special educational needs they may have, either by regular attendance at school or otherwise'

A Supreme Court ruling on 6th April 2017 stated that 'regularly' means 'in accordance with the rules prescribed by the school' – which at Lyme Community Primary School is ensuring that your child maintains at least a 96% attendance rate.

Compulsory school age begins at the start of the term following the child's 5th birthday and ends on the last Friday in June of the school year when they reach 16.

The school is obliged by law to differentiate between authorised and unauthorised absence. A letter or telephone message from a parent does not in itself authorise an absence. Only the school's acceptance of the explanation offered by the letter/message authorises the absence.

The policy should be read in conjunction with other school policies relating to interaction between adults and pupils.

- Behaviour Policy
- SEND Policy
- Safeguarding and Child Protection Policy
- Complaints Procedure Policy
- Equality Policy

2.3 Responsibilities

<table>
<tr>
<td rowspan="2"></td>
<td>School</td>
<td>Pupils</td>
</tr>
<tr>
<td>
✓ Will provide a high quality and appealing curriculum which will appeal to all pupils and motivate them to attend school.
✓ Will monitor pupils attendance, taking action to ensure that this does not impact upon learning and achievement
✓ Will support children with any individual barriers that may impact on school attendance.
✓ Will provide support, where necessary to families, to help them to improve school attendance
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<td>
✓ Will endeavour to follow our school attendance rules:

Attending school REGULARLY

Attending school PUNCTUALLY

Attending school READY to learn.

✓ Will help us to spread the message of the importance of good attendance to their family and local community
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<tr>
<td>Parents</td>
<td>Local Authority</td>
<td>Governors</td>
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<td>
✓ Will ensure that their child attend school daily, arriving on time.
✓ Will report absence on the first day and aim to have their child back to school as soon as possible.
✓ Will communicate any circumstances that may impact on their child's attendance as soon as possible.
✓ Will arrange medical / dental appointments for their child outside of school hours, unless it is a specialist appointment that cannot be rescheduled.
✓ Will provide evidence for appointments during school time.
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✓ Will monitor school attendance and support school to identify concerns.
✓ Will help the school to provide support to families, reducing and removing barriers which prevent their child from attending school.
✓ Will support families through attendance processes such as Attendance Support Plans.
✓ Will be transparent and communicate clearly with families if their child's attendance puts them at risk of a fixed penalty notice or criminal prosecution.
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✓ Will appoint a named governor with responsibility for monitoring school attendance.
✓ Will keep up to date with local and national attendance initiatives and review the impact that these will have on the school.
✓ Will look at school attendance data termly, supporting and challenging the staff to improve attendance.
✓ Will review the attendance policy annually to ensure it remains in line with government legislation.
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3. What are the school attendance routines?

3.1 The School Day

8:00 – Breakfast Club

Children can join our Breakfast Club daily for wrap around childcare. From 8.50, we also provide an additional club to target children that may need a slower start to the day.

8.40am – Main school gates open for Nursery – Year 6

8.50am – The bell rings and staff collect their classes from the playground

9.00am - The morning register is taken, and the school gates are closed.

All children are expected to be in class ready for the register to be taken. Children who arrive to school after this time will receive a 'late mark', which stays on their attendance record. Children arriving after 9.00am should enter school through the main office.

9.30am - The morning register closes.

Children arriving to school after this time will be recorded with an unauthorised absence which will remain on their attendance record.

11:45am- End of the school day for our morning nursery children

12.15pm Afternoon registers are taken for our afternoon nursery children

1pm – Afternoon registers are taken in YR, KS1 and KS2

15:15pm – End of the school day for Nursery to Year 2

Children should be collected from their outside classroom door.

15:20pm – End of the school day for KS2

Children will be led out by their class teacher and should be collected from the KS2 playground.

17:30pm – After School club closes

All children must be collected by 5.30pm. Please note you may be subject to an additional charge by our after-school club provider if you arrive after this time.

3.2 Registers

The attendance register is a legal requirement and must be taken twice daily. The register is taken at the beginning of each morning and afternoon session at the times stated above. School must distinguish between authorised and unauthorised absences.

Registration is an important time when children are welcomed by the class teacher and news and information is shared. As a school, learning tasks begin as soon as the children enter the classroom. Children who arrive late miss out on this crucial time.

Registers are recorded electronically and coded in accordance with current government advice. Pupil absence will be recorded as 'N' (reason not known) until school receive a reason for the absence. This will then be changed to either an authorised or unauthorised code. School will make the decision whether an absence will be authorised.

The school's register will inform the fire evacuation register. If the computer system fails, a paper register will be taken by the class teacher. This will be entered on to the system at the first opportunity.

3.3 Lateness

Poor punctuality is not acceptable. If your child misses the start of the school day, they can miss important learning, and they do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils can also potentially disrupt lessons.

The school day starts at 8.50am when the class teachers collect the children from the playground, we expect your child to be in class and ready to learn by 9.00am.

School doors close at 9.00 am and the class register closes at 9.00am. Pupils arriving after this time then need to access school from the main entrance via the school office. Parents will be asked to sign in their children with a reason for lateness. Those children arriving after 9.00am will receive a present mark coded as 'L' late on the register.

At 9.30am the registers will be closed. In accordance with regulations. If your child arrives after that time, they will receive a mark that shows them to be on site, but this will not count as a present mark, and it will mean they have an unauthorised absence (U).

If a child has 10 unauthorised marks during a 10-week period they may be issued with a Penalty Notice Fine (£160 per child, per parent/carer, reducing to £80 if paid within 21 days).

Punctuality issues are taken very seriously by school and systems are in place to notify parents of the number of times a child is late half termly.

Parents of children who arrive late on a regular basis will be invited into school to discuss the issues and concerns around the punctuality of their child. If not addressed promptly by parents, it can lead to legal sanctions to address the issue.

3.4 Reporting Absence

REPORT IT FIRST DAY

If your child is going to be absent from school, please report this ASAP via the school office

If your child is absent, you must contact us on the first day of absence before 9.30am by phone or calling into the school office stating a reason why your child is absent.

Parents are requested to return their child to school as soon as possible after an absence. They can return to school if feeling better in the afternoon and should return to school once better even if there is only one day of the school week left.

School use a 'first day response' system for following up unexplained absence. This is a safeguarding strategy. School also has a 'second day response system' as a safeguarding strategy. **We expect parents and carers to contact school on each day of absence before 9.30 am. If school does not receive a call reporting the child's absence, they will be given an unauthorised absence mark for that day.**

For this reason, it is important that you always keep school up to date with your current contact numbers. If we cannot reach parent/carers on the telephone numbers given, we will try and contact other emergency contact numbers you have provided.

If school cannot contact parents/carers or other emergency contacts for the absent child/ren, 'the second day response' system will be followed: the Pastoral Team or Local Authority Education Welfare Officer will be requested to visit the home to confirm the reason why children are absent. School will then decide whether to authorise the absence.

3.5 Authorised/Unauthorised absences

Absence from school may be authorised if it is for the following reasons:

- Illness
- Unavoidable medical appointments (with evidence)
- Days of religious observance (with evidence)
- Exceptional family circumstances (with evidence)

If your child is ill and you are unsure if they should stay off school, please contact the school office for advice. Please note however we will not be able to give you any medical guidance – this should be sought from the appropriate service such as your GP, local walk-in centre or by calling 111.

Please refer to this helpful NHS guide to common illnesses and if they require absence from school:

UK Health Security Agency

NHS

Should I keep my child off school?



Yes

	Until...
Chickenpox	at least 5 days from the onset of the rash and until all blisters have crusted over
Diarrhoea and Vomiting	48 hours after their last episode
Cold and Flu-like illness (including COVID-19)	they no longer have a high temperature and feel well enough to attend. Follow the national guidance if they've tested positive for COVID-19.
Impetigo	their sores have crusted and healed, or 48 hours after they started antibiotics
Measles	4 days after the rash first appeared
Mumps	5 days after the swelling started
Scabies	they've had their first treatment
Scarlet Fever	24 hours after they started taking antibiotics
Whooping Cough	48 hours after they started taking antibiotics

No

but make sure you let their school or nursery know about...

Hand, foot and mouth	Glandular fever
Head lice	Tonsillitis
Threadworms	Slapped cheek

SCAN ME

Advice and guidance

To find out more, **search for health protection in schools** or scan the QR code or visit https://qrco.de/minfec.

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If a child's absence is a cause for concern or your child is classed as a persistent absentee (attendance below 90%), school will ask the parent/carer for medical evidence such as prescriptive medicine, doctors stamped appointment cards, care at the chemist booklet etc. to authorise further absence. Parents will not be asked for doctor's notes that incur a cost.

Absence from school will not be authorised for:

- Shopping
- Having to stay at home due to an unwell sibling or parent.
- Day trips
- Birthdays
- Holidays
- Rest days after a poor night sleep

Parents of children with a high incidence of unauthorised absence may be invited into school to attend a 'School Attendance Meeting' with a member of the Pastoral Team and/or the Local Authority Education Welfare Officer.

If not addressed promptly by parents, it can lead to legal sanctions such as Penalty Notice fines or prosecution in the Magistrates Court.

3.6 Leave of absence during term time

School cannot authorise time off for family holidays during term time and parents do not have the right to take their child out of school for such holidays.

Parents must apply for leave of absence during term time in all instances. A form ***(9.4)*** is available, to request in writing a leave of absence from the school office.

Parents must apply to the Headteacher at least 2 weeks before the intended absence and provide necessary evidence of the exceptional circumstance. The Headteacher will decide if the leave will be granted and how many days will be authorised.

If the Headteacher does not grant an application for leave of absence and parents decide to take the holiday anyway, the absence will be unauthorised, and the parents may receive a Penalty Notice Fine. Penalty Notice Fines can be issued to each parent for every child concerned.

In education law, anyone who lives with a child and who has day-to-day care of the child is also considered to be a parent whether they are the biological parent or not. For example, this will include stepparents and partners.

3.7 Fixed Penalty Notices

Lyme Community Primary School has adopted the use of Fixed Penalty Notices and complies with St Helens Local Authority code of conduct which governs the use of these.

The school may request a Fixed Penalty Notice to be issued if a pupil has 10 sessions (5 days) of unauthorised absence recorded within a 10-week period or if there are 10 sessions recorded as the pupil arriving late after the register has closed within a 10-week period.

Under the provisions of sections 444a and 444b of the Education Act 1996, the Local Authority may, in cases of unauthorised absence, issue a penalty notice to the parent(s) or carer(s) responsible. Under these provisions the penalty is £160, reducing to £80 if paid before 21 days. If paid within 28 days, the penalty is withdrawn. Penalty notices are issued to each parent/carer for each child. You are then at risk of prosecution for the original offence of failing to secure regular attendance at school (Section 4441 of the Education Act 1996). This offence carries a maximum fine of £1000. If a second Penalty Notice is issued to the same parent for the same child within a rolling 3-year period, the fine will be £160 with no option to pay the lower rate of £80. A limit of 2 Penalty Notices can be issued to the same parent for the same child within a rolling 3-year period. At the 3rd or subsequent offence, the Local Authority will consider a prosecution or other Attendance Legal Intervention.

3.8 Children Missing in Education

Lyme Community Primary School follow local authority children missing education policy and procedures. The school's Designated Safeguarding Officer and Headteacher are responsible for the implementation and monitoring of all pupils who fall into the category of 'Children Missing Education in partnership with the school's Local Authority Education Welfare Officer.

During the first 10 days of absence, where a child has ceased to attend school without a valid reason, the school will take appropriate action to try to locate the child and establish whether they are on roll at another school.

Actions to trace should include:

- Initial action to contact parents/carers (phone call, 'first day calling', text, email)
- Checking possible whereabouts with staff and other pupils
- If any siblings at another school, check with that school
- Visit to last known address
- Writing to parents (at last known address or new address if known)
- Contacting relevant agencies (social care etc)

If the child is not found, and/or not on roll at another school, within 10 days: Lyme Community Primary School will follow the Children Missing Education Procedure and inform the relevant services (social care) of our concerns.

4. How does school monitor attendance?

4.1 Daily Register Checks

At the beginning of each day once the registers have closed, we look at which children are absent from school. We check that we have explanations for absence, contacting families if we do not or need to ask more questions about the reason given. If we are unable to make contact, we will call the other numbers you have provided or complete a home visit.

If we have concerns about your child's level of absence from school, we also may need to refer to other services or implement additional supportive measures.

If your child has not returned to school by day 2 of their absence, we will contact you for an update and to check everything is ok.

4.2 Weekly Attendance Review

We monitor our registers on a weekly basis with the support of our Local Authority Educational Welfare Officer to check for patterns of absence, punctuality difficulties and children where attendance is becoming of concern.

If we are worried about any of the above, we will contact you and invite you into school to discuss our concerns and any support that may be required.

4.3 Termly Monitoring

At the end of each half term, we will send home a letter to inform you of your child's current level of attendance. This will be emailed to you at the end of each half term with a printed copy being sent home with your child's academic report at the end of the school year. We will indicate where they fall on our school 'Attendance Ladder' ***(9.2)*** and let you know if there are any further actions needed.

Attendance below 96% may result in you being required to attend school to discuss how we can support your child to increase their attendance rate.

Attendance below 92% may result in a referral to the Local Authority Educational Welfare Officer to prevent your child from becoming a persistent absentee if attendance drops below 90%.

4.4 Reporting to Parents

In addition to receiving a half termly communication to advise you of your child's attendance, parent/carers will also be informed of this at parents' evenings and in the end of year report.

As we seek to raise the profile of attendance across school, please be advised that your child's attendance will also be a topic of conversation during any other meetings that are held for them during the year. Staff may also choose to highlight attendance during any phone calls made to discuss other matters.

In addition, parents/carers can request their child's attendance information at any point during the school year by contacting the school office.

4.5 Reporting to other agencies & services

Every term the school completes an attendance report to share with Governors. This information does not include individual pupil data but instead reports absence levels at a whole school / year group level.

The aim of reporting attendance data to our Governing body is to enable them to support and challenge school regarding pupil attendance, driving improvement and therefore increased outcomes for our children.

Whole school and individual pupil attendance data is also collected by the Local Authority, via the Educational Welfare Service, to ensure that no family miss out on support needed to improve attendance and therefore outcomes for their child.

5. How does school motivate children to have good attendance?

5.1 Rewards

At Lyme Community Primary School will strive to make pupils feel welcome and valued and will encourage good attendance with praise, incentives, and rewards through:

- ✓ A weekly 'token' for the class who has achieved within an attendance bracket. The tokens equate to progress towards whole class prizes – see below.

Whole class attendance %	Points	Prize
100%	25 + extra play	100 points per half term – special activity
98-99%	20	

96-97%	15	80 points per half term – an extra Reward Time 70 points per half term – juice and biscuits
95%	10	

- ✓ Every child achieving 100% attendance will be entered into a weekly draw to win a prize.
- ✓ Children will be awarded for improved attendance.
- ✓ End of term certificates for children who have maintained a 100% attendance score.
- ✓ End of year prizes for children who have maintained a 100% attendance score

5.2 Awareness

- ✓ Weekly attendance results and targets shared in weekly Celebration Assembly
- ✓ Parents and pupils will be reminded regularly of the importance and value of good attendance and punctuality through half termly attendance reports, newsletters, letters home, social media posts and parents' evenings.

6. Who can support me to improve my child's attendance?

We understand that sometimes children may have medical conditions, mental health needs or family circumstances that can be a barrier to good school attendance.

At Lyme Community Primary School, we are determined that we can, in most cases, provide solutions to ensure that children can be present at school and not miss out on the benefits that this brings.

We have a highly trained staff team who can support our families to develop individualised plans and where necessary additional supportive strategies to ensure that all children can be present at school.

All staff are happy to speak with you regarding concerns that may impact on attendance, and we encourage you to do so without delay. Staff members are present on the yard at the beginning and end of the school day or can be reached via the school office.

6.1 Key members of staff that can provide support

We always urge our families to contact class teachers in the first instance, who can provide support with friendship difficulties, worries about class work, homework etc

However, you may also want to speak to:

Key Attendance Contacts at Lyme Community Primary School:

Jen Lammond –Pastoral Manager

Lyndsay Nolan– Education Welfare Officer

Jo Roberts – Headteacher

7. What happens if my child has poor attendance?

We have a tiered approach to supporting our families with improving their child's attendance. Attendance data is monitored on a weekly basis by the SLT and our Attendance Team.

7.1 Tier 1

If you child has attendance of 96% or above, we will celebrate this with you at least termly using the measures described in Section 4. We ask that you continue to follow the school policy regarding reporting any absence from school and communicate any circumstances that may cause your child's attendance to decline.

7.2 Tier 2

On a termly basis, parents of pupils whose attendance falls below 96% become closely monitored.

Parents may be sent a letter or email alerting them to this fact. Parents may be invited to contact a named attendance support person if they require any support to improve their child's overall attendance or if there are any specific issues that the school should be aware of.

If attendance falls below 93% you will be invited into school for a School Attendance Meeting, which may also be attended by the Local Authority Educational Welfare Officer. At this meeting we will look at things that are working well for your child, things that need to improve and put a plan in place to help your child's attendance to improve, involving other supportive agencies, if necessary, e.g. School Health, Home Start, SEND services etc.

If attendance approaches 10 unauthorised sessions within a 10-week rolling period, you may be invited in for a meeting with school and the Educational Welfare Service and issued with a Notice to Improve in the form of am Attendance Support Plan. The plan will be reviewed at the end of six weeks and next steps discussed depending on the outcomes of the plan. In some circumstances parents will be asked to provide medical evidence for any future absences for them to be authorised and the possibility of a fixed penalty notice being requested will be discussed if appropriate.

7.3 Tier 3

If the Notice to Improve fails, we may complete a formal referral to the Educational Welfare Service, or you may be issued with a Fixed Penalty Notice.

7.4 Persistent Absentees

Your child becomes classed as a 'Persistent Absentee' if their attendance falls below 90%.

Every persistent absentee works closely with the Pastoral Team, and they will be discussed regularly in attendance/pastoral review meetings. Their academic progress will also be carefully monitored by the class teacher to ensure that absence from school is not having a detrimental impact upon their learning. An impact form will be shared with the child, parent/carer.

You will continue to be supported by both the school and the Educational Welfare Service to see an improvement to your child's attendance.

If your child has been classed as a 'persistent absentee' during the previous academic year, their attendance will be closely monitored, and you may be invited into school to attend a School Attendance Meeting as a preventative measure to prevent this from happening again.

Parents of children who are or have previously been 'persistent absentees' will always be contacted when their child is absent. The Pastoral Team and Educational Welfare Officer will make use of home visits to support with attendance.

7.5 Severe Absentees

If your child's attendance falls below 50%, they are classed as a 'severe absentee'. By this stage many services may be in place to provide support to your family, and you will be attending regular meetings at school – with a robust plan in place to try to improve attendance.

Individual child and family circumstances need to be extensively explored at this stage with appropriate referrals being made to other services e.g. Educational Welfare Service, SEND Support Service, Social Services, the School Health, and other agencies to support and help pupils with attendance difficulties, if all professionals involved agree this is needed.

The school will support pupils who are absent because of long term chronic or life-threatening illness by adhering to current government guidance for children with medical needs. This may involve a plan of support and a re-integration plan back into school.

7.6 Part Time Timetables

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances and with the agreement of the Local Authority, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package.

A part-time timetable should not be used to manage a pupil's behaviour and must only be in place for the shortest time necessary and not be treated as a long-term solution.

Any pastoral support programme or other agreement should have a time limit by which point the pupil is expected to attend full-time, either at school or alternative provision.

There should also be formal arrangements in place for regularly reviewing it with the pupil and their parents. In agreeing to a parttime timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must treat absence as authorised.

8. Conclusion

8.1 Equality through delivery of this policy

Lyme Community Primary School is committed to the principle of equality for all pupils irrespective of race, religion, gender, language, disability, or family background, and to the active support of initiatives designed to further this principle.

All members of Lyme are valued, important and deserve equal access to a high-quality education through good attendance at school.

8.2 Links to Government Legislation

This attendance policy adheres to current government legislation and guidance.

For further information please refer to:

- Section 7 & 436A of the Education Act 1996
- Under the provisions of sections 444a and 444b of the Education Act 1996
- Section 175 of the Education Act 2002
- The Education (Pupil Registration) Regulations 2006
- The Education (Pupil Registration) (Amendment) Regulations 2010
- The Education (Pupil Registration) (Amendment) Regulations 2011
- The Education (Pupil Registration) (Amendment) Regulations 2013
- The Education (Pupil Registration) (Amendment) Regulations 2016
- Education and Inspections Act, 2006 - Part 1 Section 4
- Supporting Pupils at School with Medical Conditions. Statutory guidance for governing bodies of maintained schools and proprietors of academies in England. 2014.
- Working together to improve school attendance. Guidance for maintained schools, academies, independent schools, and local authorities. July 2026
- The Education (Penalty Notices) (England) (Amendment) Regulations 2024.

8.3 Review of the policy

This policy has been reviewed in light of DFE guidance, latest initiatives and any Local Authority policy and procedures. The policy cross references all statutory policies.

This policy will act as a working document for how we promote good attendance at Lyme Community Primary School and may be subject therefore to amendment throughout the academic year in between annual review.

9. Supporting Documents

9.1 Impact of poor attendance

Extract taken from:

'Working together to improve school attendance. Guidance for maintained schools, academies, independent schools, and local authorities'

Published July 2026

The guidance makes a clear connection between attendance and pupils' attainment, wellbeing and wider life chances. It reports that pupils with the highest attainment at the end of Key Stages 2 and 4 have higher attendance than pupils with the lowest attainment. GOV.UK

The figures given are particularly useful:

- Key Stage 2: pupils not meeting the expected standard in reading, writing and maths had an overall absence rate of 4.7%, compared with 3.5% for pupils meeting the expected standard and 2.7% for those meeting the higher standard. GOV.UK
- Key Stage 4: pupils not achieving grades 9–4 in English and maths had an overall absence rate of 8.8%, compared with 5.2% among pupils achieving grades 9–4. The 8.8% rate was also more than twice the 3.7% absence rate among pupils achieving grades 9–5. GOV.UK
- For vulnerable pupils, regular attendance is described as an important protective factor, providing opportunities for needs to be identified and support provided. The guidance also notes research associations between regular absence and extra-familial harms, including offending.

9.2 <u>Policy on a Page</u>

Paper copies to be shared annually with parents and carers with direction to read the full attendance policy published on the school website

ATTENDANCE MATTERS

BE HERE
LEARN MORE
ACHIEVE MORE

EVERY DAY COUNTS | EVERY LESSON COUNTS | A BRIGHTER FUTURE

REPORT IT FIRST DAY

If your child is going to be absent from school, please report this via the school office **before 9.30 am** for each day of absence.

OUR SCHOOL'S COMMITMENT

At Lyme Community Primary School, we aim to consistently work towards our goal of **100% attendance for all children**. Every opportunity will be used to convey the importance of regular, punctual attendance to pupils, parents, and carers.

HIGHER ATTENDANCE LEADS TO GREATER SUCCESS

Our school is committed to providing the best possible quality of education to all learners. For a child to reach their full educational achievement a high level of school attendance is essential.

ATTENDANCE IS EVERYBODY'S RESPONSIBILITY

It is the responsibility of all members of our school community to maintain and monitor good school attendance.

ATTENDANCE AND LEARNING

Attendance in a school year	Days missed	Hours of learning lost (6 hours per school day)
100%	0 days	0 hours
95%	10 days	60 hours
90%	19 days	114 hours
85%	29 days	174 hours
80%	38 days	228 hours
75%	48 days	288 hours
70%	57 days	342 hours
65%	67 days	402 hours
60%	76 days	456 hours

Small absences add up to BIG missed opportunities!

ABSENCE MAY BE AUTHORISED FOR:

- Illness
- Unavoidable medical appointments
- Days of religious observance

ABSENCE WILL NOT BE AUTHORISED FOR:

- Shopping
- Having to stay at home due to an unwell sibling or parent.
- Day trips
- Birthdays
- Holidays
- Rest days after a poor night sleep

SCHOOL ROUTINES

- Gates close at **9am**
- Class registers close at **9am** – after this it is a **late mark**
- School registers close at **9.30 am** – after this it is an unauthorised absence.

SCHOOL ATTENDANCE TARGET = 96%

Key Attendance Contact at Lyme Community Primary School:

School Office: **01744 678350**

Jen Lammond – Pastoral Manager

Lyndsay Nolan – Education Welfare Service

WE ATTEND SCHOOL **REGULARLY** | WE ATTEND SCHOOL **PUNCTUALLY** | WE ATTEND SCHOOL **READY TO LEARN**

9.3 . Half termly attendance communication

[redacted]

Attendance Report: [redacted]
Autumn 2026
Class teacher: [redacted]

Dear Parent/Carer,

Attending school every day can help [redacted] achieve his full potential. Research suggests that being in school regularly reduces stress and anxiety and boosts confidence. Therefore, our aim is for all children to be in school every day. We recognise that this isn't always possible, but we ask parents to help us to do everything we can together to ensure children attend school.

So far this school year [redacted] has attended 100.0% of sessions (a session is a half day). Therefore he has missed 0 days of school. [redacted] has been late to school on 0 occasion(s).

99%	Excellent attendance
96%	Good attendance
91%	Room for improvement
90% or lower	Cause for concern

Here are some additional attendance statistics for [redacted] and some comparisons with the school, local authority and national values. They cover the current academic year so far (01/09/2026 to 29/09/2026).

Attendance percentage

2026-2027 [redacted]	100.0%
This time last year	100.0%
School	94.5%
National	96.3%
Local Authority	96.7%

Days missed

2026-2027 [redacted]	0.0
This time last year	0.0
School	0.2
National	0.2
Local Authority	0.2

Absences

- No absences

Even a seemingly high percentage of attendance can result in missing a great deal of learning over time.

Attendance %	Impact over 1 school year	Impact over 5 school years
100%	0 days missed	0 days missed
96%	8 days missed	¼ year learning lost
90%	19 days missed	½ year learning lost
85%	28 days missed	¾ year learning lost
80%	38 days missed	1 year learning lost
75%	47 days missed	1 ¼ years learning lost

If you would like to discuss any of these details further, please contact the office to make an appointment.

Yours faithfully

Mrs. Roberts

Headteacher

9.4. Leave of absence in term time

I CAN! Inspire Challenge Achieve Nurture

Holiday Request Form

Parent to complete:

Name of pupil:	**Teacher:**
Purpose of absence:	
Reason for absence during term time: **Please outline the exceptional circumstances for the leave of absence:**	
Proposed start date of absence:	**Expected date of return to school:**
Signed:	**Date:**

School Use:

Date application received:		