

# Attendance Matters at Larkfields Infant School



Your child will only be successful at school if they attend school. Our aspiration is for everyone at Larkfields Infant school to have good attendance. Even if your child's attendance is at 95% this will mean that you have missed 40 lessons in one year – the equivalent of 8 full days of lessons.

## All parents and carers should know that:

- **It is your legal responsibility to ensure that your child attends school.** Your child has a right to attend school, it is not your right to keep them at home.
- **Every morning that your child is absent** you must contact us before 8:45 am and set out a valid reason for the absence by dialling 0115 9137730 or through myschoolapp. If you do not contact us then the absence will be unauthorised and you could be issued with a penalty notice by the Local Authority
- **Term Time Holidays.** High attainment depends on good attendance. Term-time holidays will have a significant impact on achievement and progress and therefore our policy is not to authorise any other than in the most exceptional of circumstances, as deemed by the school. The fundamental principles that we use for defining exceptional are rare, significant, unavoidable and short. If parents do take a term time holiday that is unauthorised then we will refer this to the Local Authority who may decide to issue a fixed penalty notice.
- **If your child is absent from school and you have not contacted us with a valid reason then our attendance officer may conduct a home visit to check the child is safe and well.**
- **We do understand that there are legitimate health reasons why some children miss school.** Our approach is not punitive. Our first instinct will always be to work with parents and carers to support you in ensuring good attendance for your child whatever the circumstances you face.
- **Following the pandemic it is more important than ever that your child attends school** so that they can make sure that they get quickly back on track to achieving their academic and social potential.
- **There are 175 days a year when school is not open**, this is time for your child to spend on family time, visits, shopping, holidays, household jobs and other appointments. They should not miss school for these reasons.
- **Parents should not keep one child off school because a sibling/friend or cousin is ill. We do monitor this and we are unable to authorise an absence where we believe a child has missed school because a sibling/friend or cousin is off school.**
- **If your child's attendance falls below 90% we will then contact you and will more closely monitor future attendance.** Our attendance officer may contact you to arrange a meeting so that we can put in place a plan to help you improve your child's attendance.
- **If, following this, your child's attendance continues to drop and we do not think there is a legitimate reason then we may refer you to the Local Authority who may issue you with a penalty notice or even prosecute you.**
- **If you are concerned about your child's attendance and you need support**, then the first point of contact for each year group is listed below:
- Attendance above 95% gives your child the best chance of success.
- Attendance below 90% means that they have limited chance of success and are likely to fall behind their peers and find maintaining friendships hard.

95%	=	<b>40 LESSONS MISSED EACH YEAR</b> 8 days in total or 1 week and 3 days
90%	=	<b>80 LESSONS MISSED EACH YEAR</b> 16 days in total or 3 weeks and 1 days
85%	=	<b>120 LESSONS MISSED EACH YEAR</b> 24 days in total or 4 weeks and 4 days
80%	=	<b>160 LESSONS MISSED EACH YEAR</b> 32 days in total or 6 weeks and 2 days

## **ATTENDANCE MATTERS**

**WHAT DO YOUR  
ATTENDANCE FIGURES  
ACTUALLY MEAN?**

**BE SMART BE THERE!**  
Percentages based on 190 academic days