

22nd September 2021



Dear Parent / Guardian,

Attendance and Punctuality

We have recently reviewed our attendance and punctuality policies and an important part of that is ensuring that you understand our procedures. Lakeside Primary Academy places great importance on helping all children form excellent patterns and habits in relation to daily attendance and punctuality. We believe that by helping children from a young age develop consistent daily routines this sets them up well for future life and gives them the best chance of accessing a full and rich educational entitlement. Furthermore both OFSTED and the Government demand that school's closely monitor daily attendance and intervene early if any patterns of absence are beginning to form. We believe very much in honest and transparent communication from the outset with all of our parents, and we know you will understand that legally you have a duty to send your child into school every day and on time. Our attendance policy has been devised with the safety of your children firmly in mind. The safeguarding of your child remains our number one priority. Both as a school and you, as parents, need to know where your children are during the school day. In the event of you needing to keep your child off school, we need you to ring the school office before **9am** on **01904806444** each morning of absence with the following information:

- Your name
- Child's name
- Child's class
- Reason for absence

Your child's prompt arrival at school in the morning is a very important factor in ensuring your child is "ready to learn". A late start can be unsettling for a child because it is at the beginning of the day when children are settling into the school day. We request that your child arrives by **8.55am** each morning. Where we see children struggling at the start of the day it is often due to an unsettled start. We kindly ask that you work closely with your child to give them as calm a start to their learning experience as possible. We also ask you to speak to their teacher if you are noticing that your child is finding coming to school difficult for any reason. We always want to support and early intervention is really key in minimising the escalation of any concerns you or your child may have.

Half-termly review

Each half term we review our attendance and punctuality figures and then make contact with families regarding pupils who are below certain trigger points. There are a series of letters that will be issued throughout key points in the academic year depending on the severity of the level of absence or lateness. We fully understand that there may occasionally be circumstances, such as illness, when your child cannot be in school. Through our absence tracking and consultation process we will always make time to understand where absence is genuine and unavoidable.

Government expectations on how we measure persistent absenteeism in schools

If your child's attendance drops below 90%, for whatever reason, we have a duty to inform you. We will check our attendance records at the end of each half term and will write to parents of children whose attendance is a concern to us. We understand there are many reasons for this but we still have a responsibility to do this as a matter of policy. Where we feel the level of absence is becoming detrimental to



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your child's education or wellbeing we are duty bound to work in close partnership with yourselves to implement a rapid improvement. As a school we do not want to have to issue law enforcement in relation to non school attendance. Whilst we have the support, willingness and partnership of parents we are proud to say that we rarely have to implement these procedures. It is really vital that parents understand that we will always do all that we can to be sympathetic and supportive where the absence is unavoidable. Where a child's absence has clear medical grounding or extenuating circumstances we will always be able to support your child through any prolonged period of absence

How much learning could your child be missing?

Please see below a guide to how percentages equate to whole days missed.

Attendance %	Days of learning missed
98%	4 days
95%	10 days
90%	19 days

Holidays in term time

We would also like to take this opportunity to remind parents that there is NO entitlement to additional holidays outside of normal school holiday times. End of Key Stage assessments (SATS) take place in May for children in Year 2 and 6 and Phonics Screening takes place in June for Year 1 children. It is particularly important that these children are in school during these times.

COVID19

The guidance that has been issued from the department for education very clearly states school attendance is mandatory. Where individual families are affected by covid19 then they can contact the school for advice, however the expectation is that even if a parent or carer has covid19 then ALL children must and should attend school daily. We continue to practice all of our usual precautionary safety measures and will continue to be as responsive as possible to any new guidance that may be produced. In order to continue to recover from the disruption that has been caused over the last two academic years, your child's 100% attendance is paramount.

Our team is always available to talk through any concerns that you may have, please don't hesitate to call the school if you have any questions or concerns. Successful home and school partnerships is something we will continually invest in. We look forward to working in close partnership with you and your child.

Yours faithfully,

Helen Hayes-Smith

Head teacher