

School Specific Attendance Guidance - Lakeside Primary Academy

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, we need to know where your children are during the school day.

Start of the school day:

The school gates open at 8:35am

The school day at Lakeside Primary Academy begins with the classroom doors opening at 8:40 with the expectation that all children will be ready for classroom registration no later than 8:45.

Children who arrive after 8:50 will have to enter via the main office as for site safety reasons the gates will then be shut.

Late arrivals:

Children arriving after 8.50 am should report to the main school office and will be recorded as arriving late (L) Arrivals after 9.30 am will be marked as an absence and therefore coded as (U) on the register.

Reporting an unexpected absence i.e. illness:

In the event of you needing to keep your child off school, Parents/carers are asked to telephone or contact the school office before 8:30am on **01904806444** press 1 each morning of absence with the following information:

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

Alternatively you can email the information to **admin.lak@ebor.academy** or **Speak to a member of staff who is outside**

Reporting an expected absence i.e medical reasons:

Parents/carers are asked to contact the school office as soon as they are aware of the reason for the absence, or in writing stating the reason and period of time that the child will be absent from school. If a child is taken out of school for an appointment, parents/carers must sign them out at the main school reception.

First Day Contact:

It is an essential part of our safeguarding procedures that we know where your child is each day. A phone call home will be made for any child who is not in school by 9.30am and where a reason has not been given, or a phone message not received. There will be no exceptions to this process. If the school is unable to contact the parent they will continue to ring all of the emergency contacts listed. If we still have had no contact the senior leadership team will conduct a home visit. If we still are unable to contact you then we may need to involve other agencies to ensure the safeguarding of your child.

Where the school has concerns around a pupil's attendance it may intervene in one or more of the following ways:

- The senior leadership team and the Academy Trust Lead for Safeguarding, behaviour and wellbeing will review the attendance of all the schools pupils on a half termly basis and any pupils identified as a cause for concern or less than 90% attendance on a more regular basis.
- A letter will be sent to the parents of any pupil identified as a cause for concern informing them of the school's concerns and offering support to resolve any problems that may be impeding a child from attending.
- The pupil's attendance will be closely monitored and if there appears to be no improvement, the parent of the pupil will be invited to a meeting with the Head teacher to discuss the issue and hopefully resolve any issues preventing the pupil from attending.
- If the parent/s does not attend the meeting or after such meeting the attendance of the pupil does not improve then an attendance panel will be formed with a Governor and the Academy Trust Lead for Safeguarding, behaviour and wellbeing.
- Finally if there is no improvement a formal referral to the Local Authority Attendance enforcement officer will be made for potential legal enforcement

Lakeside Primary Academy will promote good attendance in the following ways:

- Weekly attendance figures published on an attendance poster along with the three classes that have the highest attendance – reinforcement of 97% school target.
- Each classroom will have their weekly attendance displayed on their classroom door.
- Attendance will be celebrated each week focusing on the progress made from the previous week and classes that have achieved 100 % attendance for the week.
- Students will receive an Annual Attendance letter and all new students to the school will receive a copy of the letter in their new starter packs.
- A good attendance postcard will be shared with children and parents at regular points throughout the year.
- At the end of each full term students will receive a Bronze certificate for 100% attendance for a term, Silver certificate for 100% attendance for two terms, Gold certificate for 100% attendance for three terms.
- Each cycle class information will be updated and discussed at curriculum meeting so individual cases can be discussed – reinforcement of 97% school target essential. The information is generated by the WEB team (Well-Being and Behaviour team).