



Larchwood Primary School

Attendance Flow Chart

Daily monitoring of attendance will involve checking for regular absence patterns and sending home truancy alerts for pupils who are absent, where no reason has been provided.

We expect 100% attendance from every pupil at Larchwood.

Larchwood celebrates good attendance through the weekly attendance ladder, newsletters, 100% attendance certificates, letters home and extra time at break.

PUNCTUALITY: Pupils should be on site ready to come into school at 08:30. Doors close at 08:40. Pupils, who arrive after the registers have closed at 09:10, will have their absence recorded as unauthorised (code 'U') unless evidence can be provided that the absence should be considered as authorised.



Parents/carers are expected to call the school before 09:00 if their child is too unwell to come to school and will need to do this each day until the child returns. *Please note that, in some cases, absences may only be classified as authorised where medical evidence is provided if requested by the school.*



If a child's absence persists and falls below **90% or is a concern**, a meeting will be held with the Headteacher and actions for improvement set together with a target.



Attendance will be monitored and reviewed every two weeks to ensure that there is an improvement and that the target is going to be reached.

This will also be the case for children, who have had persistent absence over the previous year. Persistent absence is where attendance falls below 90%



If parents/carers or pupils do not engage with the strategies put in place by the school and absences continue to drop, the Local Authority will be contacted and a Fixed Penalty Notice application will be submitted.

When ten sessions of unauthorised absence are reached (this can include absence from a previous term), the school will apply to the Local Authority for a Fixed Penalty Notice to be issued.

How to report your child's absence



If you need to report your child absent, please notify the school **by phone before 09:00 on every day of your child's absence. Before 08:00, messages can be left on the school answer phone.**

If we do not hear from a parent/carer regarding their child's absence, this will be considered a safeguarding concern. If the school is unable to make contact with a parent/carer, a home visit may occur.



Applications for 'Leave of Absence' are granted in exceptional circumstances, e.g. attending a family member's graduation, attending a funeral, Dance and Music examinations etc. These must be applied for in writing and in advance using the relevant form, which can be obtained from the School Office and the school website.



Any unauthorised holidays taken during term time will be classified as an unauthorised absence. At this point, the Local Authority will be contacted and a fixed penalty notice will be issued if the absence meets the required threshold.



Please book any medical appointments around the school day where possible. Parents/carers must notify the school in advance of any pre-arranged appointments or treatment and provide a **copy of the appointment record to the School Office.**