

ATTENDANCE POLICY FOR PARENTS

Most children at Lily Lane have excellent attendance. Evidence shows that a poor attendance and punctuality impact not only on a child's learning but also their friendships in school and their well-being.

Every child should be attending school every day, on time.

There may be occasional times when your child is unwell. Please contact the school office in the morning to provide a reason for absence.

If no contact is received, we will initiate our 'First Day calling' procedures or we may make a home visit as part of safe guarding procedures.

Arrival at school

Every child is expected to be at school by 9.00 am. The register will be taken promptly at this time in order for lessons to start immediately. The doors will have closed shortly after 9.00 am and you and your child are required to go to reception to provide a reason for lateness. Once the register is closed the morning session will not be authorised for children who are very late.

Very occasionally things happen to delay us. It is always better to arrive late than not at all. If this happens to you please ring in as soon as possible to inform the office so that children can be registered for dinner.

Getting to school on time

If your child is late twice in one week, or five times in a half term, you will receive a letter.

If this continues you will be asked to attend a meeting in school.

Persistent lateness or late lateness can lead to further action including court action being taken.

Medical Absence & illness

Routine medical appointments should be made outside of school hours. If it is unavoidable to have an appointment in school time it is important that your child attends school before and after the appointment, if possible.

If your child is missing school frequently and/or through prolonged absence medical evidence will be needed. Please provide an appointment card to reception for absence to be authorised within the register.

Leave of Absence during Term Time:

The government has made the decision that there is NO ENTITLEMENT for parents to take their children on holiday during term time – ALL HOLIDAYS TAKEN IN TERM TIME WILL BE MARKED AS UNAUTHORISED (unless in exceptional circumstance)

At Lily Lane Primary School Leave of Absence cannot be authorised unless there are 'exceptional circumstances.'
This can only be authorised by the Head Teacher.

We will always listen to the reasons and your request, each request should be received in writing at least a month before and will be looked at individually and a decision to authorise the absences or not will be made and based on the information given.

If you do not formally request a leave of absence and your child does not attend school, this absence will be marked as unauthorised and you may be at risk of being issued a penalty notice fine or referred to the local authority to consider a prosecution.

Penalty Notices & Prosecutions

If your child has poor attendance at school, or your child does not attend school for an unauthorised leave of absence and you do not engage with us, you may be at risk of a penalty notice fine or a referral being submitted for prosecution.

A penalty notice is an early deterrent this is intended to prevent more extended periods of unauthorised absence developing. Penalty notices incur a fine of £120, which is reduced to £60 if paid within 21 days of the notice being served.