



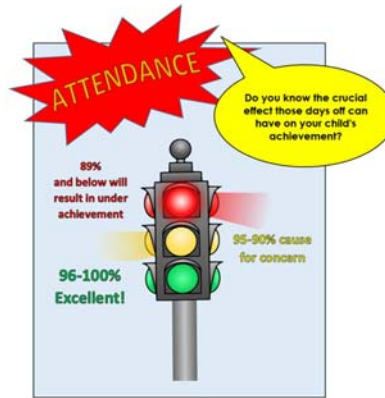
Holidays during term time will only be considered when there are exceptional circumstances or reasons for travel.

Such authorisation can only be obtained from the Head teacher by completing the Absence Request Form via the school office.

Requests submitted should include the full reasons why this request is regarded as exceptional circumstances.

If holiday is taken despite the fact that has not been approved, your child will be marked as an unauthorised absence and will appear as a "G" code on your child's attendance report.

Absences cannot be considered where your child's attendance level is below 95%.



AM I  
GETTING IT  
RIGHT?

Read the  
traffic  
lights!

95% plus attendance—your child's attendance is good—keep it up! 97% plus is excellent!

90—95% attendance—there is a cause for concern and your child's attendance will be monitored by school.

Below 90% attendance—there is a great concern for the level of absence that your child is having. Persistent absence or lateness is having a real impact on your child's learning and you will receive correspondence or an invitation to come in and discuss this further.

On each day of your child's absence if you have not contacted us we will call you and ask why your child is not in school. If by the third day of absence we have not had any reason provided for this absence we will visit your home to discuss this with you.

If you still fail to contact us, we will contact the Education Welfare service as a matter of urgency.



## LETHBRIDGE PRIMARY SCHOOL GUIDE TO GOOD ATTENDANCE



Morning registration is at 8.40am  
for KS2 and for KS1 8.50am.

After 8.50am for KS2 and 9.00am for KS1 your child will be marked as late.

After 8.50am in KS2, 9.00am in KS1 your child will be marked as U which means late after registers close.

### WHY IS YOUR CHILD ABSENT? KEEP US POSTED!

Phone: 01793 535033

Email: [admin@lethbridgeprimary.co.uk](mailto:admin@lethbridgeprimary.co.uk)

## LETHBRIDGE PRIMARY SCHOOL ATTENDANCE VALUES

At Lethbridge Primary we are committed to providing a happy and fulfilling environment for our pupils to grow and develop. Part of this commitment is to ensure that children are in school and that their attendance is excellent (95% and above), so that it maximises their learning potential and achievement.

## THROUGH OUR ATTENDANCE POLICY WE AIM TO:

- Recognise and reward good attendance and punctuality
- Monitor and track children's attendance and punctuality
- Maximise attendance of all pupils and support their achievement in learning



## WHAT CAN YOU EXPECT FROM SCHOOL?

- The promotion of good attendance
- Close liaison with the Head teacher and teachers if there are any concerns with attendance.

## WHAT DO YOU NEED TO DO?

- Make sure that your child attends school and is on time for school registration (8.40am for KS2. 8.50am for KS1)
- Let school know if you are experiencing difficulties with attendance.
- Call the school office on 01793 535033 by 9.15am on the day of absence so that we can update registers.
- Notify the school if you intend to remove your child from school permanently and request a withdrawal form from the office.
- To request absence in term time— collect a form from the school office **AT LEAST** two weeks prior to the date of planned absence

## LETHBRIDGE PRIMARY WILL ONLY AUTHORISE ABSENCE FOR:

- Medical reasons
- Illness, if reasons are provided by adults in care of the child
- Other exceptional circumstances that can only be authorized by the Headteacher



## LETHBRIDGE PRIMARY WILL NOT AUTHORISE ABSENCE FOR:

- No explanation has been made by parent/carer for absence
- The school is not happy with the explanation provided
- The child has unexplained absence on their birthday and no valid reason provided.
- The child's attendance level is below 90% with no medical notes.