*By law, all children of compulsory school age (between 5 and 16) must get a suitable full time education. As a parent, you are responsible for making sure this happens and if you fail to ensure a child of compulsory school age who is registered at a school attends regularly, legal action may be taken by the Local Authority.*

# Leave in Term Time

## PLEASE THINK CAREFULLY BEFORE TAKING YOUR CHILD OUT OF SCHOOL DURING TERM TIME!

By law, you **must** ask for permission for your children to miss school, well in advance of the planned absence.

**Parents can request a leave of absence but this can only be authorised if the circumstances are exceptional.**

Parents who take a child of compulsory school age out of school without permission may be issued with a penalty notice from the Local Authority.

**Application forms for a leave of absence are available from the school office.**

## Our School Mission Statement

At Lea Endowed Church of England School we are committed to providing an excellent education for our children. We seek to follow God's example to love Him, and each other, in all that we do. Our whole school family is encouraged to achieve their full, God given potential and shine in their own special way.


**LEA ENDOWED CE PRIMARY SCHOOL**

**Lea Road**
**Lea**
**Preston**
**PR40RA**

Phone: 01772 729880
E-mail:
head@leacofe.lancs.sch.uk
Website:
www.leacofe.lancs.sch.uk


**LEA ENDOWED CE PRIMARY SCHOOL**

**School Attendance 2020**

# Information & guidance about your child's attendance

If you have any questions about the information in this leaflet please contact the school on:
01772 729880
Alternatively, visit the school website to see our Attendance policy.

# SCHOOL ATTENDANCE

We would like to emphasise the important role you play in your child's education. In order to feel confident and secure your child needs to see the relationship between home and school. Good communication between families and school helps to ensure a smooth transition and also enables the teacher to learn about each child from the adult that knows them best.

**What school expects from our families:**

- It is vital that your child attends school regularly.
- Your child is on time every day.
- If your child is absent for any reason you MUST contact school straight away to explain why your child will be absent. This can be done via telephone, text, or email. If not, we will contact you.
- Pick your child your child up on time at the end of the day.
- Avoid leave in term time.

**All our children start school at 8:55am promptly and finish at 3.15pm.**

Registers close at 9:05am. If your child arrives after that time they will receive a mark that shows them to be on site, but this will not count as a present mark and will be unauthorised.



## Types of Absences

Every half-day absence from school has to be classified by the school as either AUTHORISED or UNAUTHORISED. **This is why information about the cause of any absence is always required.**

**Authorised** absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments (emergencies or other unavoidable causes) which unavoidably fall in school time.

**Unauthorised** absences are those which the school does not consider reasonable and for which no authorisation has been given. This type of absence can lead to the local authority using sanctions and/or legal proceedings.

The decision whether to authorise an absence or not rests with the Headteacher. Any leave will only be authorised in exceptional circumstances.

## Persistent Absences

**The minimum attendance level which is expected at our school is 96%**. It is when attendance falls below this level that school will start to monitor closely the amount of time children have off school. School may use strategies such as parenting contracts, attendance panels and referrals to the local authority attendance team in order to support parents in improving attendance.



The Department for Education has determined that **from September 2015** a pupil becomes a persistent absentee when their attendance falls below **90%.** When attendance nears this level children have already missed significant amounts of schooling; meaning that their educational progress is at risk. We need parents' full support in ensuring that attendance does not reach this level. Parents may be asked to attend an Attendance Panel meeting to discuss their child's attendance.

School may ask for supporting evidence before an absence is authorised. For example, prescriptions or appointment cards or similar.