

Mrs Helen Lynch
Mrs Helen Rees
 (Headteachers)
 Tel: 01568 616919



Hereford Road
Leominster
Herefordshire
HR6 8JU

Email: admin@lps.hereford.sch.uk
www.leominsterprimaryschool.co.uk

Leominster Primary School has high expectations for attendance. Every child should attend every day that they are required to attend. Good attendance for each child means 'attending school for every session of every day the school is open to them'.

Arrival and Registration Times

Pupils must arrive at school on time every day and be ready to learn.

- Nursery (EYFS) Doors are open **8.50am – 9.00am**
- Reception (EYFS) Doors are open **8.45am – 8.50am**
- Year 1 & 2 (KS1) Gates are open **8.35am – 8.50am**
- Year 3, 4, 5 & 6 (KS2) Gates are open **8.35am – 8.50am**

It is extremely important that each pupil is in class, sat and ready to learn at 8.50am.

Pupils arriving after these times are classed as late and coded on the register as **L** until 9.15am, after 9.15am onwards they will be coded as a **U**.

We are committed to providing an education of the highest standard for all pupils and recognise this can only be achieved by supporting and promoting excellent school attendance. This is based on the belief that only by attending school regularly and punctually will pupils be able to take full advantage of the educational opportunities available to them. High attainment and good progress depend on good attendance.



The diagram below breaks down the percentages of attendance and how many days/hours are lost in just one academic year. When it comes to attendance, anything below 96% begins to cause concern in the number of hours in lost learning.

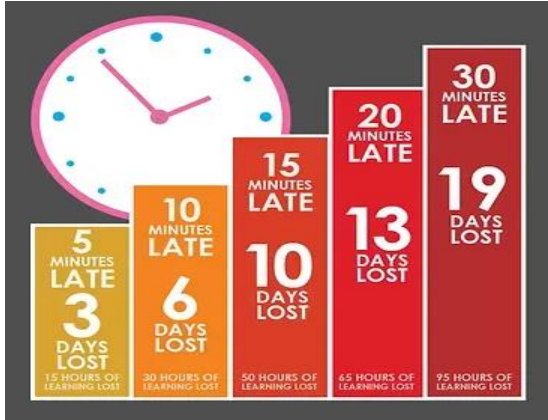
Being late regularly also affects lost learning time. The diagram below equally shows how the number of minutes late can affect the number of hours lost in learning. Simply being 5 minutes late every day of the academic year means 15 hours lost. Every minute in school is utilised, and this is from the very moment the children enter the school site.

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Supporting Attendance

Promoting good attendance

The foundation for good attendance is a strong partnership between the school, parents and the child. The school will:

- provide information on all matters related to attendance on our website
- report to you 3 times a year on how your child is performing in school
- report attendance and punctuality rates and how this relates to their attainments
- celebrate good attendance with individuals
- reward good or improving attendance through year groups
- set targets for the school

School strategies for supporting attendance:

As a school we encourage good attendance through a range of strategies including:

- Listening to parents and pupils, building positive relationships
- Ensuring that good attendance is high profile in school through sharing daily/weekly data
- Sending letters to parents to stress the importance of good attendance
- Encourage positive engagement with support services
- Ensuring that good attendance is high profile in school through sharing daily/weekly data
- Newsletter for parents

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My child is trying to avoid coming to school. What should I do?

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

Contact your child's teacher immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem. In some cases, you may find it helpful to discuss the circumstances of your child's difficulties with another professional.

What can I do to encourage my child to attend school?

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and is properly equipped. Show your child, by your interest, that you value his/her education.

Illness

We fully understand that there are times when children feel unwell and are not able to attend school. Sometimes it can be tricky deciding whether or not to keep your child off school when they're unwell. The following link can help parents and carers make these decisions:

[Is my child too ill for school? - NHS](#)

Reporting an absence

Can we please remind parents/carers that you are required to contact the school before 9.30am on the first day of your child's absence with full details of the reason your child is absent and each subsequent day of absence, in person, by email: admin@lps.hereford.sch.uk, by phone: 01568 616919 or by the MyChildAtSchool App.

Please can we ask that all parents and carers are now registered for the MyChildAtSchool App, if you still need to register please contact the office who will be able to assist you.

If you have any concerns regarding your child's attendance and wish to discuss this further, please do not hesitate to contact me via email on jkuegler@lps.hereford.sch.uk or alternatively I will be around on the school gates every morning.

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When attendance falls below expected levels for the school the following early interventions will take place:

When attendance drops below 95% working closely with our families is vital for us to understand the context and reasons for absences. The steps of intervention that have been outlined below are implemented when a child has repeat absences. If you are at all concerned about your child's attendance, please do make an appointment with our Home Liaison Officer.

Step 1 Attendance drops below 95%:

Attendance lead may give the family a call to chat about the reasons for the attendance percentage. In this phone call, the Attendance lead will offer support and advice, reminding families of why attendance in school is so important.

Step 2 Attendance continues to drop below 93%:

When a child's attendance has dipped below 93%, parents and carers will be sent an Absence letter each half term, including a breakdown of their child's attendance record.

Step 3 Attendance continues to drop below 90%:

If attendance of a child continues to drop below 90%, parents / carers will be contacted and invited to a meeting with the Attendance lead to discuss absences. Absence periods will be fully discussed with support plans offered to those families who are struggling to get children in school on a daily basis. This action plan aims to give parents and carers smaller more manageable targets to help support children with their attendance in school, to offer further support in an individualised action plan.

If you have any concerns regarding your child's attendance and wish to discuss this further, please do not hesitate to contact me via email on jkuegler@lps.hereford.sch.uk or alternatively I will be around on the school gates every morning.

Kindest regards,

J Kuegler
Home School Liaison Officer
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