

# Attendance Policy

## St Luke's CE Primary School

### Summary Document



**Written by:** Sam Ray **Date:** 1<sup>st</sup> September 2025

**Next review due by:** September 2026

At St Luke's, we believe **good attendance is essential** for every child to reach their full potential. We work closely with families to create a supportive environment where children feel safe, happy and ready to learn.

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### Our Expectations

- **All pupils should attend school every day**, on time.
- **School day starts at 8:50am** – children should be on site by **8:40am**.
- After **9:06am**, arrival is marked as **late after registers close**. After 9:30am, it becomes **unauthorised**.

Our whole-school attendance target is **96% or above**.

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### Reporting Absence

Please inform us **by 9:00am on the first day of absence** via:

- The **Compass App**, or
- Phone: **01782 973865 (option 1)** – ask for **Caroline Begley (Attendance Officer)**.

If we do not hear from you:

1. We will send a SMS message
2. If still no explanation by Day 3, our **Education Welfare Officer** will carry out a **home visit**.
3. If your child's attendance is under 90% you will be contacted via phone call

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### Authorised vs Unauthorised Absence

#### Authorised (approved by school):

- Illness
- Medical/dental appointments (please book outside school hours where possible)
- Religious observance
- Family emergencies

#### Unauthorised:

- Term-time holidays not approved
- Birthdays, shopping, looking after siblings
- Arriving after 9:30am
- Absences not explained

### Holidays in Term Time

These can only be authorised in **exceptional circumstances**.

Holiday Request Forms must be submitted **at least two weeks in advance**.

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### Persistent Absence (PA)

A child is classed as **persistently absent** if they attend **less than 90%** of the school year.

When attendance begins to fall:

- Anything under **96%** – parents are made aware via a letter.
- At **93%** – monitoring and a further letter home.
- Continued decline will involve **meetings, support plans, or a referral to the Education Welfare Officer**.

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## **Support for Families**

We know some children face barriers to attendance.

We offer:

- Meetings with staff to identify issues
- Pastoral support
- Reasonable Adjustments for pupils with **SEND/medical needs**
- Liaison with external agencies
- Phased returns or personalised support plans, where needed

We always prioritise **help and support** before any formal action.

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## **Possible Legal Action**

If attendance does not improve despite support:

- **Penalty notices** may be issued after **10 unauthorised sessions** (5 days).
  - £160 (or £80 if paid within 21 days)
- Further action may include parenting contracts, Education Supervision Orders, or prosecution.

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## **Working Together**

Good attendance leads to:

- Better learning
- Stronger friendships
- Improved wellbeing
- Greater confidence

We are here to work with you—please contact us early if you or your child are struggling with attendance.

**Attendance Officer:** Caroline Begley

 [c.begley@st-lukes-silverdale.staffs.sch.uk](mailto:c.begley@st-lukes-silverdale.staffs.sch.uk)

 01782 973865 (option 1)