



Dear Parents/Carers,

6th July 2018

Due to the recent changes to the Local Authority 'Code of Conduct' - Education Penalty Notices for Unauthorised Absence and Exclusions, I am writing to inform you of our Multi Academy Trust policy and our school procedures.

The Governors and staff at Poulton Lancelyn have a whole school approach to ensuring high levels of attendance in order to maximise attainment and progress for the children. As such any absence from school will follow a clear procedure as set out in the school policy and in line with the Local Authority Code of Conduct.

I would like to take the opportunity to remind all parents/carers that regular and punctual attendance of pupils at school is a legal requirement and anything less than 97% would be considered as low attendance. Your child's attendance for 2017-2018 will be included in the end of Year report envelope for your consideration.

New School Procedures for Punctuality (September 2018) - (more information to follow)

8:30 - Gates open (Parents/Carers must supervise).

8:40 - Children will be supervised by school staff on KS1 and KS2 playgrounds, F2 children will go straight into class via F2 gate

8:55 - Whistle and children line up

9:00 - Registration and start of lessons

Any children arriving after 9:00am time must report to the school office and will be marked late in the register.

School Procedures for absence

If a child is absent unexpectedly parents must notify the school office before 9:30am in order that the absence is recorded accurately in the register. On the day that your child returns to school a letter explaining the absence is required.

If your child is sick for more than three days we expect that school is updated and medical advice is sought where appropriate.

Our Administering Medicines Policy states that we will administer any medication, including Paracetamol (e.g. Calpol) provided the "Parental Agreement for School/Setting to Administer Medicine (Short Term) Form" is completed with the school office.

We would encourage routine dental/optician appointments to be taken outside school hours, however if appointments during school time are unavoidable, we expect that children attend school either side of the appointment.

School Procedures for Leave of Absence Requests

We discourage parents from withdrawing their children from school during term time.

Amendments to the Education (Pupil Registration) (England) Regulation 2006 removed references to family holiday and extended leave. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

If leave of absence is required due to possible exceptional circumstances parents must complete an "Application for Leave During Term Time" form and make an appointment to discuss the specific circumstances with Phase Leaders or Deputy Headteacher

Miss Haworth - EYFS Lead (Acting Deputy Headteacher)

Mr Milne - Y5/6 Phase Leader

Mrs Swift - Y3/4 Phase Leader (from September 2018)

Mrs Parkinson Y1/2 Phase Leader

The form must be returned to school **at least 2 weeks in advance of the proposed leave and before committing to any expense.** School will inform parents in writing of the decision for authorised/unauthorised within 2 weeks of receiving the application.

Parents who withdraw their child/children for unauthorised holidays in term time may be issued with an Education Fixed Penalty Notice.

The school will foster a positive approach to encouraging high levels of attendance through class discussion and celebration in assembly.

Where parents are concerned about their child's attendance they should make an appointment with class teachers and/or Mrs Simms (Pastoral Teaching Assistant)

A copy of our Multi Academy Trust Attendance policy can be found on our Website.

Yours sincerely

Mrs C Arnold
Headteacher