

### Absence and Safeguarding Procedure

If your child is going to be absent from school, you must ring and inform school before 9am on each day of absence by calling

**01159728469**

This is part of our safeguarding procedure to ensure we know where all of your pupils are if they are not in school.

If contact is not received, we will send text messages and ring on the contact numbers provided, ***including emergency contacts.***

If no contact can be made our school staff may visit you at home to ensure that you and your children are well and to discuss reasons for absence.

If we have safeguarding concerns and we cannot locate/get in contact or obtain a valid reason for their absence, we may contact the police requesting a **'safe and well check'**-this is to ensure that you and your children are safe and will only be initiated where appropriate.

# St Laurence CofE Primary School



## Attendance Policy for Parents

Please see our full attendance policy on the school website under safeguarding

November 2023

### Attendance Matters

Here at St Laurence we believe that pupils need to attend school on time, every day to **learn, develop and thrive**.

As a school we want to work together to ensure that your children are happy and enjoy coming to school to learn new skills and socialise with their peers.

### What school will do to support you

- ❑ **Celebrate** good or improved attendance
- ❑ **Work together** with pupils and families
- ❑ Keep you **informed** of your child's attendance and punctuality
- ❑ Make **referrals** to outside agencies for support
- ❑ Invite you to meetings to **discuss** attendance concerns and work together to put **plans in place** and **set targets**

### How can you support your child's attendance?

- ❑ **Talk to your children** about their day at school and celebrate achievements
- ❑ Remind your child that **attendance is important** and is not OK to miss school
- ❑ **Avoid unnecessary absence**-make appointments outside of school hours and do not go on holiday in term-time

### The Law

If your child has unauthorised absences from school, **you may be at risk of a penalty notice fine** or a referral being submitted to the Local Authority for **prosecution**.

We may **request medical evidence** if your child is poorly and their attendance is concerning us

Any pupil whose attendance is below 90% is considered by the DFE to be a '*persistent absentee*' and parents/carers may be liable for prosecution.