

# Attendance Matters

Every child, every seat, every day



Forest Lodge Academy  
A L.E.A.D. Academy



## Welcome back to our new school year at Forest Lodge Academy.

We hope that you enjoyed your summer break and your child is settled back into school, ready to learn. We have lots of exciting activities and opportunities planned this year and want everybody to be in school as much as possible to enjoy them!

For our pupils to gain the greatest benefits from their education, it is very important that your child attends school **every day**.

This year, your child's attendance will be monitored very closely and we will use the following criteria to do so throughout the year.

Attendance Criteria	
98% and above EXCELLENT 😊	Your child is attending school well and making the most of their school experience!
96% - 97.9% GOOD!	
95% - 95.9% SATISFACTORY	
90% - 94.9% CAUSE FOR CONCERN	School will make contact with parents discuss barriers to attendance.
Below 90% UNACCEPTABLE	Action will be taken in school and may lead to EWO involvement.



As a parent, you are **legally responsible** for ensuring your child gets a suitable full-time education. For most parents, this will mean making sure your child is in school every day except when:

- Your child is too ill to go to school (see further information below)
- You have permission for a leave for absence in exceptional circumstances.
- Your religious body has a day especially for religious observance.

Further government guidance regarding parent responsibilities concerning attendance can be found on the school website along with our policies or with the QR code below. The following pages however summarise this guidance and will provide answers to your frequently asked questions regarding absence, so please ensure you familiarise yourself with this or keep it to hand for future reference.



## Forest Lodge Attendance FAQs

### What time should my child arrive at school?



Please ensure your child is punctual and arrives on time:

**8.40am – Reception, Y2, Y4 and Y6**

**8.50am – Nursery, Y1, Y3 and Y5**

Late arrivals should be signed in at the school office. Lateness is also monitored and persistent lateness will be investigated. If your child is more than 30 minutes late without reason, this will be logged as an unauthorised absence.

### If my child needs to be absent from school, what do I do?

If your child is going to be absent from school, parents **must** contact the school on the first day of absence before 9.30am to provide a suitable reason for not attending. **(01162871220, Option 1)**. We will need a specific reason for your child's absence for example 'ear infection' rather than 'poorly'.

At Forest Lodge Academy we operate a '**First Day Text**' system: if we have received no notification of why your child is not at school, we will text you to find out the reason for their absence. If you receive this text, please call the above number as soon as possible to confirm reason for absence.

If we still do not receive a reason for absence, we will call or visit to confirm the reason and/or child's safety. This forms part of our duty of care to recognise children missing in education, therefore it is vital that you do contact school or respond to these calls and provide a reason for your child's absence to avoid triggering further investigation.

Absences without reason are recorded as **unauthorised**. If your child has a high number of unauthorised absences, we will begin attendance procedures as explained below and this may lead to formal legal investigation.

### My child has a short term illness. Should they still attend school?

If your child is ill, please read the NHS advice (on the school website) to help you decide whether they should go to school. Generally, if your child has the following complaint/illness, they **should** still come into school (they will be monitored by staff and, if needed, medicine can be handed to office to be administered in the school day):

- a cold
- a sore throat
- a headache
- a cough
- a bad night's sleep.



In the majority of cases, medical evidence for absence is not needed however we may ask for evidence when your child is regularly absent – if applicable, this will be explained in a separate letter.

### What happens if my child's attendance is a '*cause for concern*' or '*unacceptable*'?

When a child's attendance falls below 95%, they begin to be monitored in school. During this time, you may receive a phone call from our attendance officer to discuss the absence and any further support we may be able to offer for attendance to improve.

If your child's attendance falls below 90% for whatever reason, they are officially classed as a **persistent absentee**. This is officially monitored by school and is where official support processes will begin.

## Forest Lodge Attendance FAQs

Absence at this level causes considerable damage to any child's educational prospects and we need parents'/carers' full support and co-operation to tackle this. You may be asked to meet in school to further discuss the absence and support required to improve and a support plan may need to be put into place. If attendance continues to fall or remains below 90%, you will be referred to the Education Welfare Officer for formal monitoring or legal proceedings.



### ABSENCE = LOST OPPORTUNITY

#### Did You Know... ?

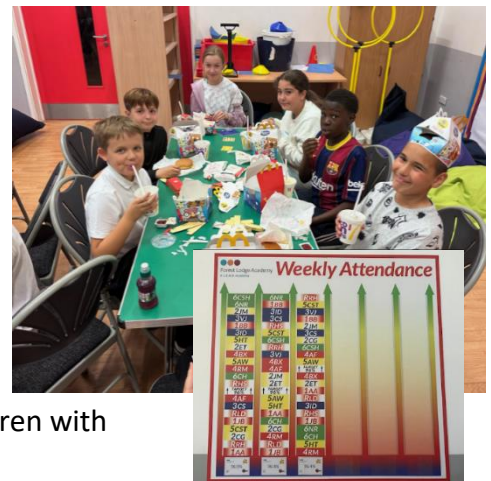
If Your Child's Attendance During the School Year...	Your Child Would Have Lost Approximately...	or They Would Have Missed Approximately...
was 95%	9 Days from School	50 Lessons
was 90%	19 Days from School	100 Lessons
was 85%	29 Days from School	150 Lessons
was 80%	38 Days from School	200 Lessons
was 75%	48 Days from School	250 Lessons

**Getting Your Child to School Really Matters**

### How is attendance celebrated in school?

Each week, the 3 classes with the highest attendance are celebrated in assembly on our weekly attendance board. The winning class, or any class with 100% attendance, earn £5.00 which can be saved or spent on a treat for the class! The class with the highest attendance each week also wins the longed for attendance trophy and 10 minutes extra playtime.

Rewards and certificates are also given out each term for those children who have achieved over our target of 98% attendance. These are reset each term so every child has the chance of a reward! Last year's rewards included stationary, sweet treats and an amazing end of year 'McDonald's and Movie' treat for those children with 98%+ for all 6 terms!



### My child is struggling to attend school – what should I do?

## At school, you're in safe hands.

If anything is stopping your child from getting to school, we can help.

Call 0116 287 1220  
to talk it through.

If your child is struggling to come to school under any circumstance, your first step should always be to contact school and discuss what help the school can give. This is to ensure that we are aware of the situation and can work with you to support your child. We will work together to tackle the issue, accessing support services or developing an action plan as necessary. You should still do everything you can to help your child attend as much as possible whilst waiting for help to be put in place.

If your child ever has any worries about school, please speak to your class teacher or call us to discuss. You may also want to visit the <https://www.youngminds.org.uk/> for further ideas and support.

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