

St Francis of Assisi Catholic Primary School

Blakehall
Skelmersdale
WN8 9AZ



Tel: 01695 558560
e-mail: head@sfoa.lancs.sch.uk
Website: <http://www.sfoa.lancs.sch.uk>

Headteacher: Mrs A E Naylor
Deputy Headteacher: Mrs S Lamph

26/01/24

Dear Parents/Carers,

Attendance Policy

The school's Attendance Policy has been up dated in accordance with the guidance provided by Lancashire County Council. The policy is available on the school website www.sfoa.lancs.sch.uk a hard copy is available from the school office.

The most significant update is in regards to registration times. From September 2024 children need to be in school for 32 ½ hours per week, this is broken down into 6 ½ hours a day i.e. **8 :45 am – 3 :15 pm**.

Attendance registration

Morning registration is between 8.45 am and 8.55am.

Afternoon registration is between 1.15pm and 1.25pm.

The school day starts at 8.45am. Pupils are expected to be on the premises at that time and that is when the registration period starts (ie when the register is taken and remains open).

When the attendance register has been taken it remains open until 9.15am in the morning and 1.45pm in the afternoon. School finishes at 3.15pm.

Pupils who arrive after 9.00am (or 1.20pm) must go straight to the school office at the main entrance to sign in and give a reason for their lateness.

Pupils who arrive after the register has been taken (8.55am or 1.20pm) but before it is closed (9.15am or 1.45pm), will be marked as code L. This is classed as late but present for the session (ie the morning or afternoon).

Pupils who arrive after the register has closed and without a valid reason for being late (such as attending a dental or medical appointment) will be marked as code U, which is classed as an unauthorised absence but indicates that the pupil was physically present in school for part of the session.

Punctuality

Poor punctuality is not acceptable. If your child misses the start of the day, they can miss work and do not spend time with their class teacher getting important news and information for the day. Pupils arriving late also disrupt lessons, which can be embarrassing for the child and can in turn, encourage absence. Being 10 minutes late every day throughout the academic year is the same as missing two weeks of school.

Parents and carers have a legal duty to ensure that their children attend school regularly, if they are of compulsory school age and registered at a school. Government research shows a direct link between attendance and attainment and good attenders also make better progress socially, learn to work with others, and are better prepared for the transition to secondary school and, eventually, higher education, training and employment.

It is very important therefore that you make sure that your child attends regularly and the Attendance Policy sets out how together we will achieve this.

Thank you for taking the time to read this information. If you are having difficulties with attendance please contact the Attendance Lead Miss Latham, we will do our best to help and support you and your child in any way that we can.

Attendance Lead: Miss C. Latham

01695 558560