



THE LIMES
PRIMARY ACADEMY

The Limes Primary Academy
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Email: office@thelimesacademy.org

Dear Parents/Carers,

30th September 2022

Re : Attendance

The last few years have been extremely tough on our children and families, but as the country now resumes normal school proceedings, we would like to take the opportunity to remind parents/carers of national expectations around attendance.

Holidays

One of the major contentious issues, both as a school and nationally, is holidays in term time. Holidays during term time will not be authorised. Government and DFE guidelines make clear that Headteachers may not grant any leave of absence during term time unless they are exceptional circumstances.

When a holiday has not been agreed, the absence will be recorded as unauthorised. Six or more unauthorised absences (there are two sessions in one school day) will result in a Penalty Notice Referral being made to county (£60.00 fine per parent, per child).

Duties and responsibilities of parents/carers

- To understand the importance of good attendance and punctuality to the educational, social and emotional welfare of your child.
- To have your child at school ready for teaching by the start of the day. The school day starts at 8.35am
- To inform school of any absence as early as possible on the day of absence
- To ensure that contact details on school records are kept up to date – including new mobile numbers
- To make applications for leave of absence in writing on the school's 'Leave of absence in exceptional circumstances form' to request leave of absence at least 4 weeks in advance
- To accept support and guidance from the school/external services should there be absence and/or lateness problems.
- To make medical and dental appointments during school holidays or before/after the school day, wherever possible

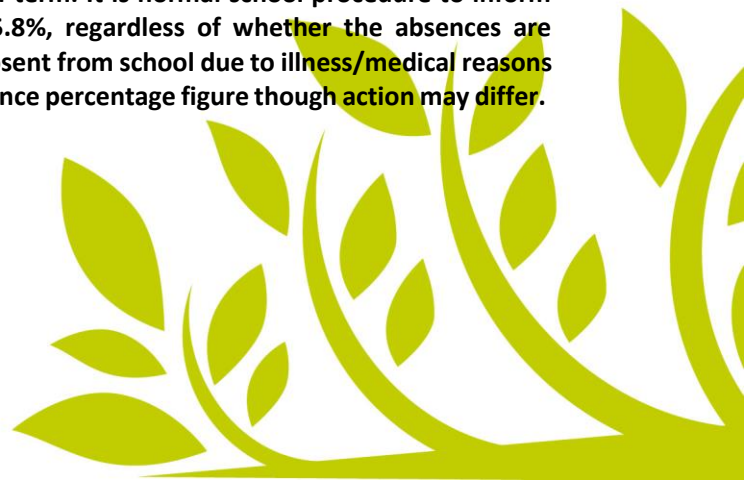
Parents/Carers have a legal duty to ensure that children of compulsory school age attend on a regular and full-time basis.

Monitoring attendance

Attendance letters are sent out at the end of every half term. It is normal school procedure to inform you if your child's attendance has dropped below 95.8%, regardless of whether the absences are authorised or not. For example, if your child has been absent from school due to illness/medical reasons you will still receive a letter informing you of the attendance percentage figure though action may differ.



The Limes Primary Academy is part of REACH2
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Address : Henhurst Ridge Primary Academy,
Henhurst Ridge, Branston, Burton-Upon-Trent,
DE13 9SZ



Any child whose attendance is below 90% will need to provide medical evidence for all absences. The Government defines 'persistent absence' as less than 90%. Without medical evidence, absences will be recorded as unauthorised and Six or more unauthorised absences (there are two sessions in one school day) will result in a Penalty Notice Referral being made to county (£60.00 fine per parent, per child). Thank you to all the parents who are already providing us with this information.

Procedure for reporting your child's absence

This is a parents/carers responsibility and should be done as early as possible. Each day of your child's absence please ring the school office on **01502 449200** and choose **option 1** to record a message with the reason for the absence. The office staff will then check the messages at the start of the school day. If parents or carers fail to carry out their parental responsibility to make this call, we will regard this as a safeguarding issue.

We assume daily each child is on their way to school (unless we are notified otherwise) so will wait to hear from parents, however once school has started this is unanswered absence which we then have to query. The office will then call to ascertain the reason for the absence. If we are unable to contact the person listed as the priority contact, we will then attempt to call, in order, the other people listed as contacts for your child.

With covid restrictions now lifted we are able to administer Calpol etc to children in school (with written consent) for minor illnesses such as a cold. If you feel your child is well enough to be in school with Calpol, please send them in and speak to the office. If we felt your child was not well enough to be in school as the day went on, please be assured we would call you.

Lateness & Unauthorised absences

Punctuality is important. 10 minutes late a day equates to nearly 1 hour of lessons missed each week; the equivalent of 2 weeks of school per year. This is overall equivalent to 95% attendance. This is below National Average attendance.

Please ensure children arrive promptly in time for the doors opening at **8.35am**.

If your child arrives after 9am (after the register closes) this will be marked as an unauthorised for the morning session.

Medical appointments

As a school we need to work together to ensure our children are getting the maximum learning time from our quality staff.

We understand that sometimes there is a medical emergency that is unavoidable. If you can't avoid a scheduled medical appointment during the school day parents and carers must inform the office in advance supported by verification in the form of a formal letter/appointment card. If the appointment is within the school day, it is recommended that you bring your child into school and collect them from school to attend their appointment and return to school afterwards. Thank you for your understanding, we are confident that with your help we can give the children the best opportunities.

Yours sincerely



Miss Thompson
Headteacher



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