



LARCHES  
HIGH SCHOOL

# Attendance & Punctuality

## Attendance at Larches High School

This is a successful school and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our young people to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

We have a tiered approach of interventions to help improve your child's attendance if needed. These can be actioned at different stages dependent upon the child's circumstances.

The minimum level of attendance at LHS is 97%.

## What must I do if my child is ill and will be absent from school?

### **If your child is absent you must:**

Contact us as soon as possible on the first day of absence, either by phone (Attendance Line 01772 792412 option 1) or you can email school [L.Morrow@larches.lancs.sch.uk](mailto:L.Morrow@larches.lancs.sch.uk) .

### **If your child is absent we will:**

Text and telephone you on the first day of absence if we have not heard from you; Mrs Morrow or a Family Support Worker may visit you at home or invite you into school to discuss the situation if absences persist.

## What must I do if my child has an appointment during the school day?

Appointments should be made outside school hours. However, some appointments inside the school day are unavoidable. If this is the case, you should let school know as soon as possible. You must: telephone the attendance line, write a note or bring proof of appointment to the school office.

If a prior arrangement has not been agreed your child will not be allowed to leave the school premises without parental consent.

## What must I do if my child is late to school?

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and time with their class teacher. Late arriving pupils also disrupt lessons, which can be embarrassing for the child and can in turn, encourage absence.

Being 10 minutes late everyday throughout the academic year is the same as missing two weeks of school!

The school day starts at 8.55am and we expect your child to be in class at that time.

If your child arrives after this time, a late mark will be issued and logged on the register.

At 9.20am the registers will be closed. In accordance with regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice if the problem persists.

If your child has a persistent late record you will be asked to meet with Ms McLean, our attendance manager, to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.

If your child is late they need to sign in at the Attendance Office.

## Leave in Term Time

There is no automatic entitlement in law to time off in school time to go on holiday. It is important that you understand that leave in term time WILL NOT be agreed by us at any time unless circumstances surrounding the request can be evidenced, by parents/carers, to be exceptional.

Any period of leave taken without the agreement of the school, or in excess of the agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice.

Parents must request LOA in a letter to the Head Teacher.

The school term and holiday dates for the next two years are available here.

<https://www.larcheshigh.co.uk/attendance/>

## What happens if my child is reluctant to attend school?

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers, and the child. If your child is reluctant to attend school it is better to speak to school to resolve the issue, rather than trying to cover up their absences, or give in to pressure to let them stay at home. You and your child may be referred to Ms McLean, our attendance manager, who can help to resolve the issues that are affecting your child's attendance.

Parents are expected to contact the school at an early stage and to work with staff in resolving any problems together. This is nearly always successful. School may consider using the following strategies to help support parents in improving their child's attendance and/or punctuality. This includes: Meetings in school, home visits, Penalty Notices, Parenting contracts, Use of Early Help Assessments (EHA) and/ or referral to outside agencies. We are also a school that delivers the emotionally based school avoidance (EBSA) resources, if appropriate for your child.

## Who is the attendance team and how do I contact them?

Attendance Manager - Mrs Morrow – [L.Morrow@Larches.lancs.sch.uk](mailto:L.Morrow@Larches.lancs.sch.uk)

01772 792412 – Ext 233

Attendance Officer – Umar Valli – [U.Valli@larches.lancs.sch.uk](mailto:U.Valli@larches.lancs.sch.uk)

01772 792412 – Ext 219