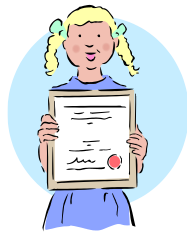


## Rewards for good attendance



We award pupils a merit every morning for their attendance. At the end of the term, pupils with the most merits are able to attend a reward trip.

Each week the pupil with the most merits in each class could be awarded a Golden Ticket for quick entry to lunch or an invitation for Tea with the SMT on a Friday afternoon. We are about to introduce additional voucher rewards as spot prizes for 100% attendance rewards.



The class with the best overall attendance for the term can also win a non uniform day by working as a team.

We hope that this leaflet has been useful in explaining the Attendance Policy for our school. A complete version of the School Attendance Policy is available from the school office.

If you have any queries about the contents of this leaflet, or if you are concerned about your child's attendance please contact school.

We want to see all the pupils of our school achieve their full potential, and regular attendance is vital in achieving this.

Thank you for your support in this area.

## Morecambe Road School

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Morecambe  
LA3 3AB

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[www.morecamberoad.lancs.sch.uk](http://www.morecamberoad.lancs.sch.uk)

## Morecambe Road School



## School Attendance Policy

Headteacher:  
*Mr P Edmondson*

# Summary of School Attendance Policy

At Morecambe Road School, we expect children to attend school every day, as long as they are fit and healthy enough to do so.

We feel that the most important way to promote good attendance is to ensure that both pupils and parents have a positive relationship with school.



Research shows that pupils who attend school regularly are more likely to do well in the future. Regular attendance helps children to develop their confidence and to make and keep lasting friendships.



## What is 'good' attendance?

Anything less than 100% attendance means that your child is missing out on their education.

For example, 90% attendance is the same as missing half a day each week, or one whole month over the school year. We aim for all pupils to achieve above 95% attendance for the year. Attendance below 95% is a concern.

Punctuality is also very important. School starts at 08:55 am each morning.

Did you know, that being just 15 minutes late each morning means your child would miss the equivalent of 10 days from school.



## If your child is absent

If you know your child is going to be absent from school, you should:

- Where possible, ring school before 09:30am to let them know. Parents can leave a message on the school answerphone by pressing option 2.
- Send a note to school explaining the reason for the absence (in advance if possible—for example if your child has a doctors appointment)

School will contact parents at 10:00am if they are in any doubt as to the whereabouts of a child.



## Holidays in term time

Holidays in term time are not a 'right'. It would be better for your child's education if holidays were taken during normal holiday periods. **From September 2013 all requests for holidays in term time must be made in advance to the local authority and will only be granted in exceptional circumstances. The Headteacher will not be able to authorise holidays.** If your child has less than 90% attendance your application will be refused and the absence is unauthorised.



## The next step:

If the attendance of a pupil is low, the parents will be contacted and asked to meet with school staff to see how this can be improved. Support will be offered to both parents and pupils as required. The use of a 'Parent/School Agreement' may also be considered.

If concerns remain, we have to make a referral to external agencies, such as the Local Authority Pupil Attendance Support Team. Penalty Notices may also be used under certain circumstances.