Attendance – Quick Guide for Parents

Day-to-day contact

The member of staff pupils and parents should contact about attendance on a day-to-day basis is:

Name:	**Siobhan Fadden**, Family Liaison, Safeguarding and Attendance Officer
During Siobhan's maternity leave:	**Maya Sekhon**, Admin Assistant
Email address:	office@landonschool.co.uk
Telephone number:	020 8153 0201

We expect pupils to attend school for 100% of the academic year. You can support your child to have excellent attendance by taking these steps:

- Make sure your child arrives on time every day and is ready to learn. Pupils must be in school by **8:45am**. The register closes at **9:15am**; arriving after this is recorded as an unauthorised absence.
- Avoid taking holidays during term time.
- If your child appears to be only slightly ill, send them in to school. Our staff will contact you if their condition deteriorates.
- Book medical appointments outside school hours. If this is unavoidable, book as late in the afternoon as possible and tell the school in advance.
- Send us a copy of the appointment card or hospital letter if your child has an appointment during school hours.

If your child becomes reluctant to go to school or you need help, please contact the school straight away. We are more likely to be able to solve any problems together if we act early.

What attendance means for learning

98–100%	**Excellent – your child is accessing all learning opportunities** 0 to 3 school days absent in an academic year
96–97.9%	**Good – very few learning opportunities are missed** 4 to 7 school days absent in an academic year
94–95.9%	**Risk of underachievement** 8 to 11 school days absent in an academic year
92–93.9%	**High risk of underachievement** 12 to 15 school days absent in an academic year
90–91.9%	**Severe risk of underachievement** 16 to 19 school days absent in an academic year
Below 90%	**Extreme risk of underachievement – classed by the government as persistent absence** 20 or more school days absent in an academic year

Days absent are based on a 190-day school year.

'On the day' absences: what should I do if my child is not fit to come to school?

On each day your child is not fit to come to school, please report the absence by **9:15am** by calling **020 8153 0201** or emailing office@landonschool.co.uk. The information you give will be recorded on our official register.

Leave of absence

Leave of absence during term time is granted only in exceptional circumstances. To request it, complete the 'Application for Leave of Absence During Term Time' form on our website and email it to office@landonschool.co.uk at least one month before the leave. You will receive a letter telling you whether the request has been granted or declined. Requests made after the absence will not be considered, and the absence will be recorded as unauthorised.

Punctuality

Pupils are expected to arrive on time for school in the morning and for every lesson during the day. The government is clear that no child should miss school apart from in exceptional circumstances, and schools must take steps to reduce absence to support children's attainment. We hope we can work together on this.

Please contact office@landonschool.co.uk if you need any support with your child's regular attendance.