ATTENDANCE AT A GLANCE

Lumbertubs Primary School 2026–2027

Every day in school matters. We want children to be here, on time, learning and belonging.

95%+	93%	90%
whole-school attendance aim	Lumbertubs early attendance support	persistent absence threshold

✓ EVERY DAY & ON TIME

- School starts at 8:45am.
- Gates open at 8:35am and close at 8:45am.
- If your child is late, sign in at reception.
- Collect your child promptly at the end of the day.

☎ IF YOUR CHILD IS ABSENT

- Call the office by 9:30am each day of absence.
- Tell us the reason and when you expect your child to return.
- Email the office if the phone is unavailable.
- Unexplained absence is followed up because attendance is a safeguarding matter.

✚ ILLNESS & APPOINTMENTS

- Physical and mental ill health can be authorised.
- Evidence may be requested where absence is prolonged, repeated or there is genuine doubt.
- Book appointments outside school hours if possible. For school-time appointments, complete a medical appointment form in advance.

★ TERM-TIME LEAVE

- Holidays in term time are not normally authorised.
- Leave can only be agreed in exceptional circumstances.
- Apply as early as possible and, where possible, at least 6 weeks before.
- Unauthorised leave may contribute to a penalty notice.

WHAT HAPPENS IF ATTENDANCE FALLS?

1	2	3	4
Early contact	**Further support**	**Action plan**	**Escalation**
Below 93% + recent absence	Concern continues	Unauthorised absence continues	Concern remains
We write to you and monitor.	We contact you again and explore barriers.	We agree an Attendance Action Plan.	Local Authority referral / legal action may follow.

WE WILL WORK WITH YOU

If SEND, disability, physical or mental health, family circumstances or other barriers are affecting attendance, please talk to us early. We will listen, consider reasonable adjustments and work with you and other professionals where needed.

Important: 10 sessions of unauthorised absence within 10 school weeks is the national threshold at which a penalty notice must be considered. Fines are issued per parent, per child.

Need help? Call the school office: 01604 408147 or 07948 072485. Please talk to us early we are here to support you.

This is a parent-friendly summary. Please see the full Lumbertubs Primary School Attendance Policy 2026–27 for complete details.