



THE LAMMAS  
SCHOOL

# Attendance Policy

Last reviewed: September 2022

Reviewed Annually

A member of the Griffin Schools Trust



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## How to contact the Attendance Team

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Parents are expected to download the free Lammas School application on to mobile phones. The app enables parents to remain up-to-date with attendance details and other aspects of school life.

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 School Email: [school@thelammas.com](mailto:school@thelammas.com)  
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## 1. Introduction

The key principles which underpin Lammas School's procedures for managing attendance are that: regular and punctual attendance at Lammas School is key to the academic and social development that will improve the life chances of children and young people.

This attendance policy is aimed to support Lammas School to build on our capacity to improve regular school attendance and attendance practise within our school.

The underpinning principles of our attendance work are to:

- Challenge / scrutinise our own data to identify patterns and vulnerable groups / pupils
- Embed good attendance practise within Lammas School, at all levels involving all stakeholders and Governors
- Work with individual pupils and their families to assess and respond to their educational needs and to ensure that young people are not disenfranchised from the educational system;
- Engage with other agencies, both statutory and voluntary, to ensure that the welfare and protection of all young people remains paramount
- Ensure that all young people have access to educational provision suitable to age, ability, aptitude and any special educational needs that they may have;
- Respond to the educational needs of vulnerable groups and ensure that the safeguarding of all pupils remains at the forefront of all considerations;
- Use resources provided to support pupil attendance.

These attendance procedures set out the requirements for schools and other educational settings for the management of pupil attendance and absence. They reflect statutory requirements and the most recent guidance from the DFE School attendance Guidance for maintained schools, academies, independent schools and local authorities.

Regular school attendance is crucial if students at Lammas School are to achieve their full potential. It is important for students to attend school regularly. If they are not in school, they are unlikely to be learning and gaining the maximum benefit from their education. Research shows that raising pupil attendance in schools will contribute to raising achievement. We expect all our students to attend school, on time every day, unless the reason for absence is unavoidable.

Lammas School aims to have above 95% student attendance each term. Individual student attendance targets are known and shared with students, staff and parents.

Students with known irregular school attendance prior to starting at Lammas School have this issue discussed with them and their parents when they are first invited to visit the school. The schools Education Welfare Officer provides an initial letter to students and their parents which outlines the expectations for regular attendance and punctuality at school.



## 2. Responsibility for Good Attendance- Parents, Carers and Pupils

It is the duty of the parent of every child of compulsory school age\* to cause him or her to receive efficient full time education suitable:

- to his/her age, ability and aptitude, and
- to any special educational needs he/she may have, either by regular attendance at school or otherwise

*\*Compulsory school age begins at the start of the term following the child's 5th birthday and ends on the last Friday in June of the school year when they reach 16. From September 2015 all 16 year olds will be required to continue in education or training until their 18th birthday.*

Parents and Carers are responsible for informing the school of any absence as soon as possible which should be on the first day of the absence and each subsequent day of absence thereafter. This can be done by telephoning the school, by personal contact to the school office or by note, Lammas App message, E-mail to school office or letter. They should state the reason for absence and when the child is expected to return to school. Pupils are expected to attend school regularly and to arrive at school punctually. Persistent lateness can be seen as absence and is managed in the same way as poor attendance by Lammas School. Parents and Carers should ensure that children arrive at school prepared to take part in the school day. Parental responsibility extends beyond securing regular school attendance so it is also important that parents ensure that their children arrive at school on time.

## 3. Absence Calling

Lammas School expect all Parents and Carers to ensure that they advise the school on the first day of absence. In the instances that Parents and Carers fail to do so, Lammas School will attempt to contact the parent or carer by text message or telephone.

### Day 1- Absence Calling:

In the event that the Attendance Officer has not received parental notification of absence on the first day, they will continue to attempt contact on a regular basis on the same day in an effort to do so.

### Day 2- Absence Calling & Child Missing from Education Procedures:

If by the second day contact between home and school has still not occurred, the Attendance Officer will:

- Continue trying to make contact with the parent via text or phone
- Inform the Tutor, HoY and Deputy Head, one of whom will attempt to call home
- Try and ascertain (with the help of tutor and HoY and DHT) if there are other numbers by which the parents can be contacted (i.e. asking friends in class who may know alternative numbers or means of contact, liaison with attendance officers from the schools of known siblings)

### Day 2- Vulnerable Child Missing from Education:



For any child who is CIN or CP (or known to be vulnerable or at risk) who is absent for two consecutive days without parental contact the Attendance Officer will notify the HOY, EWO, DSL and DHT IMMEDIATELY.

(The Designated Safeguarding Lead (AHT) will ensure that the Attendance Officer has an accurate record of these students and that this is maintained)

- Alternative contact details will be sought via any means necessary (friends, secondary contacts on SIMS, the attendance officers of the schools of known siblings).
- Request Attendance Officer to send an urgent text, e-mail and urgent contact letter urging the parent/ carer to make contact.
- A home visit may be arranged through DHT, DSL and EWO.
- DHT/DSL may request a welfare visit by police.
- DSL will notify any linked Social Worker or Case Workers.

Day 3- Child Missing from Education:

If a student is absent for 3 consecutive days and the parent has failed to contact the school and contact has been unachievable by the Attendance Officer, they will:

- Notify the HOY, EWO and DHT via e-mail
- Send home an 'Urgent Contact' letter, send text and e-mails to all known contacts
- A home visit may be arranged through DHT and EWO
- DHT may request a welfare visit by police
- DSL will notify any linked Social Worker or Case Workers

Promoting good attendance is the responsibility of the whole school community at Lammas School.

Lammas School has a duty to publish its absence figures to Parents and Carers to promote attendance. Equally, Parents and Carers have a duty to make sure that their children attend school regularly. Staff and the Local Governing Board are committed to working with Parents and Carers to ensure as high a level of attendance as possible.

Permitting absence from school without a good reason is an offence by the parent and carer.

If a student is absent from Lammas School, the absence is categorised by the school as either authorised or unauthorised. Only the school can authorise an absence not the parents or carer.

Any student under 90% that is absent will receive a phone call on day 1 from Year Leader, EWO or DHT with a potential home visit on day 2 of absence.

#### 4. Children Missing from Education- Safeguarding

All staff should be aware that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and can also be a sign of child criminal exploitation including involvement in county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation or risk of forced marriage.



The Deputy Head and Designated Safeguarding Lead will monitor unauthorised absence particularly where children go missing on repeated occasions.

Where a pupil has 10 consecutive school days of unexplained absence and all reasonable steps\* have been taken by the school to establish their whereabouts without success, the school will make an immediate referral to the local authority Children Missing Education (CME) Service.

\*Reasonable steps

- Telephone calls to all known contacts
- Letters home (including recorded delivery)
- Contact with other schools where siblings may be registered
- Possible home visits, where safe to do so
- Enquiries to friends, neighbours etc. through school contacts
- Enquiries with any other Service known to be involved with the pupil/family  All contacts and outcomes to be recorded on the pupils file.

Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. Staff should be aware of our school's unauthorised absence and children missing from education procedures which are set out in Section 3 above, Absence Calling.

## 5. Lammas Student Parliament- Student Voice

To ensure that children and young people at Lammas School contribute and understand the importance of regular school attendance this policy was reviewed by the Lammas Student Parliament.

Children and young people at Lammas School are very aware of the link between good attendance and achieving. They appreciate the staff incentives for good, improved attendance and punctuality. Rewards are given via merits which result in certificates and lapel pins (Bronze, Silver, Gold and Platinum). Attendance expectations form an integral part of the school's 'Rewards and Recognition Policy'.

## 6. Local Governing Board

The Local Governing Board of Lammas School have a responsibility for attendance at Lammas School. This is delegated on a daily basis through the Head Teacher to the Assistant Head Teacher-Inclusion. Governors regularly monitor the effectiveness of attendance policy and practice.

## 7. Deputy Head - Designated Attendance Lead

The Designated Attendance Lead (DHT) is responsible for absence at Lammas School.

The school's Education Welfare Officer meets weekly with the Heads of Year to discuss children with punctuality and attendance issues and children at risk are identified. Inquiries are made to understand the nature of the issues, identifying how the school can support parents in meeting their legal responsibility. The school's Education Welfare Officer works in a multi-agency context



to identify appropriate interventions for families, for example liaising with the LBWF Education Welfare Officer as and when necessary, EP (Educational Psychologists) and Social Care if required.

## 8. Attendance Thresholds (BRAG) and escalation procedures

100% Outstanding	95% - 99.9% Good	91% - 94.9% Requires Improvement	<90% Cause for Concern
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Thresholds	The following are suggested actions at each threshold:
100%	<p>REWARDS for regular attendance:</p> <ul style="list-style-type: none"> <li>Modular 100% attendance award- 5 merits</li> <li>Elite ‘Sapphire Award’ Module on Module 100% Attendance</li> <li>Academic Year 100% Attendance - 100% Attendance Pin (Awards Evening Presentation)</li> </ul>
95% - 99%	<p>Modular 95-99% ‘Emerald Award’ - 2 Merits</p> <p>ACTIONS for pupils with attendance below 95% (equivalent to one session missed every two weeks)</p> <ul style="list-style-type: none"> <li>For each absence, the Attendance Officer sends a text message and makes a telephone call to the family home as early in the day as possible.</li> <li>Tutor or HOY will support in attempting to make home contact with family in an effort to seek an explanation for absence.</li> <li>Unless a satisfactory explanation has been received and in any case after 3 consecutive days of absence, a home visit may be carried out, with the approval of the DHT.</li> </ul>
91% - 94.9%	<p>ACTIONS for pupils with deteriorating attendance- 94% or below</p> <ul style="list-style-type: none"> <li>The school will continue to make first day calls as above.</li> <li>A standard letter will be sent to parents pointing out the deterioration in attendance levels. (Letter 1)</li> <li>HOY will make contact with parent either via phone or by calling a meeting and remind them of the school’s target levels for attendance and the negative effect of irregular attendance on learning. The HOY will ask the parent to provide an explanation and comments for the repeated absences and may seek to request medical evidence.</li> <li>HOY or tutor will maintain regular contact with parents to ensure improvements.</li> <li>The Heads of Year will consider a referral to the school’s Education Welfare Officer unless improvement is made.</li> </ul> <p>REWARDS</p> <p>Substantial improvement of attendance award (only HOYs/EWO authorisation) - modular</p>



<b>&lt;90% PA</b>	<p><b>ACTIONS for pupils deteriorating to 90% - 'Persistent Absence' (PA)</b></p> <p>Students within this band of attendance are automatically referred to the school's Education Welfare Officer who will:</p> <ul style="list-style-type: none"> <li>• Maintain the approaches set out at the previous thresholds.</li> <li>• The DHT will be made aware of all cases of PA and will support any existing interventions.</li> <li>• A second letter will be sent home to parents, documenting school attendance concerns and a meeting set up between parents and DHT.</li> <li>• Parents will be called to attend a school based meeting to discuss concerns and the detrimental impact of absence on learning. Targets will be set and improvements closely monitored by EWO, HOY and DHT.</li> </ul>
	<ul style="list-style-type: none"> <li>• Targets will focus on agreed actions for rapid improvement over the next half term. <input type="checkbox"/> The parent will be reminded that the minimum expected attendance is 95% <input type="checkbox"/> A Parent/ Student agreement may be considered or established.</li> <li>• EWO and HOY will maintain regular contact with the parent or carer, either to praise attendance levels or to show ongoing concern.</li> <li>• Student will be enlisted to join a school based 'Attendance Support Group' with EWO within the Student Inclusion Hub. If attendance continues to deteriorate despite the interventions listed above, a third letter or NPR (Notice of Parental Responsibility) will be sent home and court action may then be pursued by the school's EWO.</li> </ul>

In addition to the above BRAG system, Lammas will also follow the escalation policy below, to ensure that cases of low attendance are dealt with in a timely fashion and with appropriate intervention.

- Below 95% attendance – first letter sent out in English and first language of parent (wherever possible), if not English.
- Below 90% attendance – second letter sent out in English and first language of parent (wherever possible). Meeting date/time to be confirmed. Targets agreed and student on attendance report.
- Below 85% attendance – Notice of Parental Responsibility to be sent out to parents.
- Two-week monitoring period – any unauthorised absence may lead to SAP meeting.
- Two-week monitoring period – any unauthorised absence may lead to referral for prosecution.

## 9. Authorised Absence

This is defined as:

- Absence as a result of genuine illness or infection and an acceptable explanation has been provided by the parent and received by the school (and where possible with medical evidence).
- Religious Observance- *on any day exclusively set apart for religious observance by the religious body to which his/her parent belongs* The Education Act 1996 S444(3) (c)
- A period of Fixed Term Exclusion from school



- Medical or Dental appointments (where evidence of the appointment has been presented to the school prior to the appointment date and time). Appointments should be made outside of school hours wherever possible and the minimum amount of time should be taken.
- Exceptional circumstances with the authorisation of the school.

The Head will not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'. We define 'exceptional circumstances' as:

- Where an absence from school is recommended by (with evidence) a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of an immediate relative, only if Head is satisfied that the circumstances are truly exceptional.
- Out of school programmes such as music, arts or sport, operating at a high level of achievement. Documentary evidence of this event will be required.
- Religious observance - where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. A maximum of two days will be granted.
- To attend a wedding or funeral of a close relative if the Head is satisfied that the circumstances are truly exceptional. Leave will only be authorised for this purpose when the Head is satisfied that there is a persuasive reason for holding the wedding during term time and there WILL be an onus on parents to show clear evidence that this absence is absolutely genuine.

Applications for leave due to exceptional circumstances must be submitted formally and in writing to the Head prior to the period of leave that is being requested. We will consider each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Head's discretion.

As a school we believe that poor attendance prejudices achievement, attainment and progress and as such we will not authorise 'term time holidays'. All requests to remove a student from school to attend a holiday during term time will be denied. All absences during term time for holiday purposes will be recorded as unauthorised and may result in 'Parental Fixed Penalty Fines'. (See 'Legal Sanctions' section below)

### Absence during term time

It is not permitted to take students out of school for holiday leave in term time and this includes early departures to and late returns from holidays. For any absences linked to the start or end of the school holidays parents will be asked to provide medical or travel information to support these absences (or both) and a failure to do so may result in them receiving a fine.

It should also be noted that we will only accept medical notes from overseas if they are accompanied by evidence that a pre-planned return journey was delayed as a result of the absence (that return journey being set for holiday time and not term time).



### 10. Unauthorised Absence

An unauthorised absence is where the school does not consider the absence to be reasonable or where no reason has been given by the parent.

If an absence is not due to sickness or some other circumstance (i.e. it is unauthorised) then a referral can be made to the School's Education Welfare Officer. When unauthorised absence is persistent the Education Welfare Officer will contact the parent or carers and may visit the home if necessary.

### 11. Legal Sanctions for Unauthorised Absence without Permission

Under Section 23 of the Anti-Social behaviour Act 2003, Local Authorities are required to issue penalty Notices to the parent/carer of a child who has irregular attendance, where the absence is unauthorised by the school.

A Fixed Penalty Notice will be issued for unauthorised leave of absence and requested by the school's Education Welfare Officer following discussions with the Designated Attendance Lead (DHT).

This will incur a fine of £60 per student being imposed, if paid within 21 days of receipt of the notice. This will rise to £120 student if paid after 21 days but within 28 days of receipt.

### 12. Court Proceedings

If the Fixed Penalty Notice is not paid in full by the end of the 28 days, the Local Authority may prosecute and the parent or carer may receive a criminal record. This prosecution is for the offence of failing to secure attendance at school. Prosecutions are brought under Section 444 of the Education Act 1996.

The school can also make an application to the Local Authority to refer the matter to the Local Magistrates Court to action court proceedings to prosecute parents/carers or to seek an Education Supervision Order on the student or make an application for a Parenting Order. The maximum penalty on conviction is a fine of £2,500 and/or 3 months imprisonment.

Court proceedings may also take place via the escalation procedures highlighted in Section 8.

### 13. Registers

Students attending breakfast club must arrive at school via the main entrance and sign in. Breakfast club runs from 8am-8.20am and is held in the school canteen. Students are expected to remain within the canteen during this time.

Students arriving in a morning may enter the building at 8.20am via the student access doors at the front or the back of the building but not via the main reception.



By law, all schools are required to keep an attendance register, and all pupils must be placed on this register. The attendance register will be taken at the start of EVERY lesson by all class teachers who will mark whether a pupil is:

Present /  
Absent N

Fire Registers- at Lammas, the MOST important register is that which is taken by staff in period 1. Period 1 registers MUST be completed by teachers within the first 15 minutes of the lesson and NO LATER than 8.45am. These registers are printed off and retained in case of evacuation from the building as a result of a fire alarm.

Registers for P1 (am) and P5 (pm) provide the data that we use to account for student school attendance. There are two attendance sessions in a day, which are measured by attendance in p1 (am) and p5 (pm). If a student is marked absent in either of these two sessions they will lose half a day's attendance.

It is vitally important that ALL teachers complete an accurate register EVERY lesson; this is a statutory safeguarding requirement. Staff who fail to complete a register will receive notification from the school's Attendance Officer to do so and repeated failure to complete registers will result in a referral by the Attendance Officer to Line Managers and could result in disciplinary action.

Any amendment to the attendance register will be made by designated members of the attendance team and will include:

The reason for the amended entry  
The appropriate attendance code

In summary:

- Pupils must arrive in school by 8.25 on each school day. Gates will be locked after this time.
- The register for the first session will be taken between 8.30 and 8.45 by period 1 teachers.
- A register is taken by all class teachers and tutors on SIMS. In the event that SIMS is not working, staff are expected to complete a paper register and send it immediately to the school office.
- Registers are taken by all staff for all lessons (and good practice is that this should be taken within the first 15 minutes of the lesson).

It is incumbent on all members of staff to ensure that registers are completed and done so accurately. STUDENTS ARE NOT PERMITTED TO TAKE REGISTERS ON BEHALF OF STAFF. REGISTERS ARE A LEGAL DOCUMENT AND AS SUCH SHOULD BE COMPLETED BY STAFF ONLY.

## 14. Punctuality

Good punctuality is essential for students in order to achieve high attainment and to ensure that students are *ready to learn* (in-line with our student Code of Conduct).

Students arriving after the second bell at 8.25 must report to reception and sign in late. This results in a 20 minute detention at break time on the same day. Failure to attend this detention means



that students attend a 20 minute CDS at the end of the school day. Repeated lateness will result in a 2 hour SLT detention.

The Attendance Officer will:

- Maintain accurate records of lateness and work in liaison with HOYs and DHT in order to achieve this
- Maintain a list of students for whom a discretionary lateness allowance (for a limited period only) may be permitted (due to housing issues, distance from school or exceptional circumstances)
- Contact parents and carers regarding lateness
- Talk to students about difficulties they may be having which may affect their punctuality and refer any key information to tutors, HOYs, EWO and DAL as appropriate
- Allocate students to lists for break-time detentions for referral to HOYs
- Allocate students to CDS break-time detention lists for referral to HOYs
- Allocate students to SLT detentions when referred by HOYs, EWO or DHT

Students who arrive to school late

Students who arrive after 8.30am MUST access the school building via reception at the main entrance. They will be signed in by the school's Attendance Officer who will record the time of their arrival and the reason for their absence. All gates are locked at 8.30am. Access to the main entrance will be via the pedestrian gate on Seymour Road after this time.

A student will receive a break-time detention of 20 minutes if they arrive late at school between 8.30 and 8.40am.

A student arriving after 8.40am will receive an additional Centralised Detention (CDS) of 20 minutes at 3.10pm with their HOY (as well as the break-time detention).

Students who arrive late to school AFTER 9.15am will receive an unauthorised absence mark or 'U' code for the entire morning session and they will receive a 2 hour SLT Detention with parental notification at least 24 hours in advance (usually via text message).

If a student arrives after the register has closed he or she will be marked late (with an 'L' code) in the Register.

Students who are 'persistently late' (2 or more times in a two-week period) will be referred to SLT detention by their HOY.

The school Attendance Officer will contact parents and carers each morning via text messaging if their son or daughter has not arrived at school.

The afternoon session is the Period 5 lesson mark.



### Continued Poor Punctuality

- Deputy Head to be informed of students whose lateness is causing concern
- Parents and Carers to be invited into school to discuss the issue
- The situation should be discussed with the schools Education Welfare Officer
- The HoY and Designated Attendance Lead may recommend a referral to Early Help to the family for additional support and guidance.
- Where necessary the schools Education Welfare Officer may request for a Notification of Parental Responsibility letter to be issued and or may make an application for a penalty notice to be issued or an application for court proceedings.

## 15. Rewarding Good Attendance

Attendance is an integral part of our 'Rewards and Recognition Policy'. Students are awarded systematic merits for good or outstanding attendance and punctuality and are recognised in Modular 'Celebration Assemblies', Year 9 Graduation and the annual 'Awards Ceremony'. Students receive 'Merit Milestone' Certificates and Lapel Pins (Bronze, Silver, Gold and Platinum) for the number of merits that they accrue.

The following is an excerpt from the Rewards and Recognition Policy:

PASTORAL POINTS	REWARD
<input type="checkbox"/> Elite 'Sapphire' Attendance Award- modular -Module 1- 100% Attendance - M1 + M2 - 100% Attendance -M1 to M3 - 100% Attendance -Enrichment - 100% Attendance	<input type="checkbox"/> 5 merits – M1 <input type="checkbox"/> 10 merits – M2 <input type="checkbox"/> 15 merits – M3 <input type="checkbox"/> 20 merits – M4
<input type="checkbox"/> 100% Attendance for a 'stand-alone' module- modular	<input type="checkbox"/> 5 merits
<input type="checkbox"/> 95%-99% 'Emerald' Attendance Award - modular	<input type="checkbox"/> 2 merits
<input type="checkbox"/> Substantial improvement of attendance (only HOYs/EWO authorisation) - modular	<input type="checkbox"/> 1 merit
<input type="checkbox"/> 100% punctuality (am & pm) - modular	<input type="checkbox"/> 5 merits

There are also modular and annual rewards for individual forms within year groups and also for Houses within the school.

An attendance display within the main area at Lammas School supports the promotion of regular school attendance and rewards pupils with the most improved attendance.

Tutors maintain Attendance boards in their tutor rooms as a means of visual representation of individual attendance progress.

School reports to parents contain modular and year to date attendance figures for parents.



## 16. Illness related absence

When a child is absent due to illness parents must ensure that they call the school on the first day of absence and keep the school informed thereafter (on a daily basis unless agreed otherwise by the school).

We recognise that students may need to take time off school if they are unwell, but in cases of recurring absences through illness parents may be asked to produce a medical certificate/appointment letter or letter from the General Practitioner or Hospital. For extended periods of absence due to illness or medical reasons, medical evidence will be required (the school will not be liable for any costs for the provision of medical evidence requested by GPs).

We reserve the right to request that a child remains at home if we suspect that they may have a contagious illness or infection until satisfactory evidence can be produced from a qualified health professional to ensure their safe return to school. Please see the school policy 'Safeguarding Students With Medical Conditions'.

## 17. COVID-19 addendum

Not attending in circumstances relating to coronavirus (COVID-19)

For the school year 2020 to 2021, a new category has been added to record instances when a pupil is 'not attending in circumstances relating to coronavirus (COVID-19)'. See [this addendum](#) for further information, including advice on the application of code X.

Code X: not attending in circumstances relating to coronavirus (COVID-19) (This code is not counted as an absence in the school census)

This code is used to record sessions where the pupil's travel to or presence at school would conflict with:

- guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England or the Department of Health and Social Care<sup>12</sup> or
- any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19).

*June 2021*



Appendix:

	<p>Did you know? That 10 mins late every day = 33 hours lost in learning each year. Can your child afford to miss out?</p>
<p>Attendance and punctuality is very important and you must contact the school every time your child is absent. You can also use the Lammas School application. Please do not take holidays during school time as you will receive a penalty notice and will be fined £120.</p>	
<p>Obecność uczniów jest bardzo ważna I rodzice sa zobowiazani do poinformowania szkoły o każdej nieobecności. Możesz użyć Lammas formularz w celu poinformowania szkoły. Wakacje w ciągu szkolnego semetru sa zabronione, grozi Panstwu kara pieniężna o wysokości £120.</p>	
<p>Is school mai attendance aur punctuality bahut zaroori hai thau jab aap ka bacha school mai nahi ai, aap ne school ko kuch kehna hai, yeh bahut zaroori hai. Aap Lammas application ko use kar sak teh ho. Yaad rakhna during school time holidays lehna mana hai, Jai aap holidays school time se lo, aap penalty receive kar sak te ho. Aur wo penalty £120 hai.</p>	
<p>La présence et la ponctualité sont très importantes et vous devez contacter l'établissement scolaire à chaque fois que votre enfant est absent. Vous pouvez aussi utiliser le système Lammas. Veuillez ne pas prendre de vacances pendant la période scolaire. Dans le cas contraire, vous recevrez une amende de 120£.</p>	
<p>Prezența și punctualitatea sunt foarte importante de aceea sunteți obligati să contactați școala de fiecare dată când copilul dumneavoastră lipsește. Puteți de asemenea folosi aplicația Lammas. Vă rugăm nu programați concediul în cursul anului școlar deoarece veți primi o notificare și veți fi penalizați cu £120.</p>	
<p>La asistencia y la puntualidad de los alumnos son importantísimas y es necesario que los padres o responsables se pongan en contacto con la escuela cada vez que sus hijos o hijas vayan a ausentarse. Es posible también usar la aplicación Lammas. Por favor no se tome vacaciones familiares durante el período escolar ya que podría recibir una multa de hasta £120.</p>	
<p>الإلتزام بالحضور وفي الوقت المحدد مهم جداً، ويجب الإتصال بالمدرسة في لمة يتيبب فيها ابك/الابكت / يمكنك / إتخدام نظام Lammas من فضل/ لا تصأخذ أجازتص/ السكوي خلا العام الدراةي حتي لا تصضطة الي دفع غةام £120</p>	

This attendance policy works in conjunction with the School's Attendance Information Pack.