2026 - 27 Annex 1 Lifton Community Academy Attendance Information

Underpinned by out Trust Vision of Flourishing Futures, at Lifton Community Academy we seek to support all pupils.

Our School Vision of 'Building a brighter future together', means that at Lifton Community Academy we seek to support all families to feel safe, cared for and valued- you all belong here.

Who is in place to support?
Your child's teacher is always the first person to speak to about their education and welfare, including attendance.
All staff have had support and development to enable them to be confident in this, we encourage you to speak to any member of staff to gain advice.

For reporting non-attendance, please do contact the Ms Maloney in the school admin team by calling 01566 232071 by 8.45am, leaving an answerphone message if necessary.

Should you require further support, the School Attendance Campion is Adam Hill

Mr Hill can be contacted on 01566 232071 and is also available on the school gate.

In addition, Ms Maloney is available to give advice and support matters relating to attendance.

Daily Procedure for good attendance.
There are lots of things that support good attendance and having a routine at home really can help. This means that uniform, school bag and or drinks bottles etc are ready to go in the morning. Having a balanced diet, without too much sugary foods and good bedtime routines can also really support the start of the next day. We support children in school to understand the importance of these, as part of the curriculum. If your child has any worries about school, please talk to their class teacher so that you can discuss ways to work together to support.

This sets out the times for the start and close of the school day:

Time	Activity

8.40	School gates open and pupils should arrive at school.
8.45	Children enter the school building and go to their classrooms. Registers 'open'. Pupils arriving after this will need to enter via the school office and will be marked as 'L' Late.
9.10	Any pupil arriving after registers close but before the end of the session (morning or afternoon) will be marked as 'U' and will count as an ABSENCE.

- **It is essential for the safety of all pupils that we know if pupils are ging to be absent.**
- Parents must contact the school **before 8.45am** if their child in not going to attend school that day.
- Please do this by contacting the school office on 01566 232071, or talking to the admin team or school staff at the school gate at the start of the day.
- The school monitor who is not physically in school and contact parents of any pupils not in school without explanation.
- If the school has concerns about an absence, they have a duty to act in line with Safeguarding Duties (set out in Keeping children safe in education 2025).
- This may include contacting others on a pupil's contact list, contacting Social Workers (if a pupil has one), carrying out a home visit, making a referral to Local Authority Safeguarding Teams, the Police or other agencies.
- The school monitor any pupil who arrives or leaves during the school day e.g. for a dental appointment. There is an afternoon registration after lunch which monitors pupils who are physically in school.