



Kindness at our core

Moments matter; Attendance counts!

This timeline outlines the benefit of regular school attendance and the process we follow at Lillington Nursery & Primary School. Our primary communication tool is MCAS – My Child At School. Login information will be shared once your child starts school at Lillington.

Sickness: Schools are required to make a sickness absence return to the local authority when a pupil is recorded as absent due to sickness/ ill health if they reach or exceed 15 days across the school year.

Unauthorised absence: Schools are required to make an attendance return to the local authority when a pupil is recorded as having an unauthorised absence for 10 days.

Each day of absence must be reported via MCAS or the school office by 8.30am daily.

Absence Reporting By 8.30am

Parents and carers must report their child's absence before 8.30am via Studybugs.

Late Arrival Post 9am

Children arriving after registration will be marked with a late code.

Day 1 Absence 9.30am

All absence will be followed up with a check in telephone call.

Day 1 Absence 12 Noon

If school continue to not receive an absence report by 12noon, school will conduct a home visit.

Day 2 Absence**

Please report absence everyday. School will complete a home visit on day 2 of absence.

Day 3 Absence

School will make contact.

Informing the LA

School is required to make returns to the LA.

Medication

School can administer prescribed medication only if 4 or more doses are required in a 24-hour period.

**** Please report everyday of absence via MCAS or the school office. Home visits will be completed on day 2 of absence.**



Attendance is important and so is every child.

We appreciate the support of our families with helping their children to maintain regular school attendance. Consistent attendance is crucial for student success and absences must be reported promptly. [Please click here to read the school attendance policy in full.](#)