

Punctuality



When your child arrives late at school, he/she misses the teacher's instructions and the introduction to the lesson.

Your child may also feel embarrassed at having to enter the classroom late. Punctuality is important for children to start the day off well.

If your child is to form friendship groups, social interaction with peers before school is important.

If your child arrives to school after registration, please report to the school office, where they will be asked to sign in.

The school monitors lateness. If a child is constantly late, this will be identified and handled appropriately.

Do you know how much learning children miss out on?

Minutes late Per day	Equal days worth of teaching lost in a year
5 Minutes	3.2 Days
10 Minutes	6.5 Days
15 Minutes	9.5 Days
20 Minutes	12.5 Days
30 Minutes	19 Days

Frequent lateness can add up to a considerable amount of learning lost and can seriously disadvantage your child.

Why we think its important

Please help and encourage your child to attend school regularly and on time.

- Good learning and success is dependent on good attendance. Every lesson missed makes it harder for your child to understand and enjoy their learning.
- Children who attend regularly are happier at school. They feel more secure with their learning and their work.
- Lateness damages learning. The first 5 minutes of a lesson are vital. This is when the learning intention of the lesson is explained.
- Lateness affects everyone, especially those who arrive on time. Children who arrive late break the concentration of the whole class.

How can you help?

1. Make sure the alarm clock is set at a reasonable time for getting everyone up and ready.
2. Prepare packed lunches, school bags and breakfast items the night before.
3. Ensure your child arrives in time. The school day starts at 08:40.



A Parent & Carer's Guide to Good School Attendance



'Where **children** are at the heart of **everything** we do'

Attendance Procedures

Being at school is a very **important** part of any child's life. It enables them to learn, to make friends, to gain important knowledge and to develop a variety of skills which will prepare them for adult life.

School and parents/carers are partners in making this a success. As parents or carers it is **your legal responsibility** to make sure that your child makes the most of this opportunity by attending regularly and aiming for at least 95% attendance.

1. We do not authorise absences without a good reason.
2. We will try to ring you if your child is absent and we have not heard from you.
3. We monitor attendance carefully and we will write to you if your child's attendance drops below 95%.
4. If attendance problems continue we will ask you to meet with us to discuss the way forward and possibly ask you to provide medical evidence before we will authorise any more absences.

We are determined to ensure that all our children have the opportunity to achieve success and have an excellent record of attendance. Where there is cause for concern you will be contacted and attendance closely monitored. If attendance does not improve sufficiently you will be invited to an attendance meeting.

The meeting can recommend several outcomes, which can include: a further period of close monitoring with specified targets for attendance; issuing a £60 Penalty Notice, a Parenting Order or seeking prosecution which could result in a fine of up to £2,500.

Reporting Absence

If your child is too ill to attend school, please report your child's absence on parentmail or leave a message on our school office answerphone - 01202 822737.

Please do this for each day your child is away (unless you have informed us that s/he has been signed off by the doctor for an extended period of time.)

Holidays

Following the changes to the Attendance Regulations, schools are no longer able to grant leave of absence during term time unless there are 'exceptional circumstances'. Under these regulations, *holidays are not considered exceptional circumstances*.

Exceptional circumstances are:

- Return of parent from active service (Forces);
- Death or serious illness of a parent, step-parent or sibling;
- Young Carers;
- Disability or respite leave;
- Periods of obligatory religious observance; and
- Approved public performances (with clear supporting evidence)

All other exceptional circumstances need to be discussed with the Headteacher.

All applications for leave of absence during term time must be made by letter to the Headteacher.

Medical Appointments

Please try to avoid making non-urgent medical appointments during the school day. If the appointment needs to be during school hours, please provide the school with appointment cards or hospital letters, so that a copy can be taken for the schools records.

Did you know?

Days off school add up to lost learning.

Attendance Percentage	Days missed over a school year
100%	0 days
95%	10 days
90%	19 days
85%	29 days
80%	38 days

If you have a concern or there is an issue around attendance, please contact your school. There is advice and support for children and their families.