



## *Attendance/Punctuality Matters* *A Parent & Carer Guide*

*School starts at 8.50*

*Gates open at 8.40*

*Attendance Lead— Mrs Edwards*

*School telephone number: 01788 575328*

### **Do you know how much learning children miss out on?**

#### **Minutes late per day      Equal days worth of**

5 Minutes	3.4 Days
10 Minutes	6.8 Days
15 Minutes	10.3 Days
20 Minutes	13.8 Days
30 Minutes	20.7 Days

#### **Absence during term time**

- Please avoid making routine medical appointments during the school day (doctor, dentist, optician)
- No holidays are authorised. There are 190 statutory school days a year, so there are 175 other days (13 weeks) of school holidays and weekends.
- In the case of a family emergency requiring your child to miss school, please contact the school as soon as possible.
- If you have not informed the school office of your child's absence by 8.55am on the first day of absence a text message or phone call will be made.
- If children require medication at school please take all medicines to the office. We thank you in advance for all your hard work and support in relation to this matter.
- All pupils in our school are aware of the attendance target.
- We also monitor **lateness** rigorously as children need to be in school on time. Children who are late are signed in with a reason for their late arrival.

#### **Every day, half day and lesson matters.**

**We expect at least 96.5% attendance by all pupils in our school.**

High attendance is important in giving pupils the best chance of being successful at school and achieving their end of year expectations or better.

High attending pupils are able to get involved in the entire range of school life and all the different activities that are on offer in order to ensure they reach their full potential.

High attending pupils are able to develop

- -high levels of achievement in their work.
- -better social skills
- -better friendship skills.

High attendance is particularly important

- At the start and end of the school year when establishing new routines.
- Before and during tests
- Throughout the year when valuable teaching and group work is taking place that cannot be repeated.

## What to do if your child cannot attend school -

**Please contact the school office on the first day of absence by 8.50am on 01788 575328**

-Please explain the reason for absence and give an estimate of how long your child is likely to be absent.

-If your child's attendance drops below **95%** you will be informed.

- If your child's attendance drops below 92% you will be invited to attend an attendance meeting with the Head of School in order to set targets to ensure that this improves.

-Poor attendees and late arrivals will be supported by the EPS Learning Mentor – Miss Huggins.

Poor attendance can lead to prosecution. Parents have the legal responsibility to ensure that their children are in school during term time. Please do not take time off for birthdays, to go on holiday or shopping.

-Children who are absent, should not be out in public places during school time.

## Examples

Oliver's attendance rate is always around 90% He thinks this is pretty good! However, this actually means .... He is absent from lessons for the equivalent of a half day every week! That is 16 days a year or 3 weeks 1 day each academic year. 90% attendance for your child through primary and secondary school means they will have missed a whole year off school during their education.

Olivia's attendance rate is always around 80% She thinks that this is ok! However, this actually means .... She is absent from lessons for the equivalent of one day every week. That is 38 days a year or 6 weeks 3 days an academic year, a whole half term! 80% attendance for your child through primary and secondary school means they will have missed two years during their education!

## Punctuality

Being late for school makes it hard for your child to learn.

If they are 30 minutes late each day, they miss half a day of learning a week.

If your child arrives late for class:

- They miss out on important learning, which could affect their achievement.
  - They don't have the social time to settle into class.
  - It can be embarrassing for them.
  - They disrupt the rest of the class.
- All of the above is true, and in addition:
- It is classed as an 'unauthorised absence'.
  - High levels of unauthorised absence can result in legal action, being taken against you and you could be fined.

What you can do:

- Find out how long it takes to get to school. If the weather is bad or there are road works, leave slightly earlier.
- If you struggle to get your child to school on time each day, ask a responsible adult who you trust and can rely on, to take your child to school for you.
- Have a regular routine for the start of each day.
- Help your child get their clothes and equipment ready, before they go to bed.
- Set a reasonable bed time to make sure they get enough sleep. Primary school aged children on average need around 10-12 hours' sleep.
- Give your child a healthy breakfast e.g. toast, fruit or cereal.
- Get your child to school on time and give them a good start to the day.

