

Top tips to improve attendance and Punctuality

Achieve Amazing Attendance! 😊

- Running late? Just get here as soon as you can - better late than never - let us know with a phone call if possible.
- Make doctors and dentists appointments during the school holidays or after school. If you can only make an appointment during the school day, make it for the afternoon and bring your child into school first to get the correct mark in the register. If possible, your child should return to school after their appointment.
- Teach your child good hygiene - regular hand washing and using a tissue will help prevent them picking up or passing on bugs that lead to absence due to illness.
- Avoid taking your child out of school during term time and remember your child is not automatically entitled to any leave - Please come and speak to Mrs Chambers or Mr Burt as soon as possible. You will then be asked to complete a request for absence from school form. All requests will be assessed on their own individual merit. You may be issued a penalty notice by the Local Authority if you continue with leave that is not authorised by the school.

Perfect Punctuality Pointers 👍

- Remember school opens at 8:30 AM and all children should be IN CLASS before 8:40 AM. In school, but not in class, doesn't count.
- Be on time for twenty to nine!
- Get your child their own alarm clock.
- Get everything ready the night before - uniform, packed lunch, PE kit ... Don't forget the breakfast things.
- Set that alarm clock five minutes fast.
- Don't allow TV or computer games before everyone is ready - if at all.
- Want to miss the traffic and come even earlier? Ask about before school club places.

Too Sick For School? 😞

- Children get colds and headaches often but don't always need to miss a full day of school. Try getting them to eat something, drink plenty of water or if necessary, give a suitable medication according to packet or GP instructions.
- If they feel better later on, bring them to school, even if they have missed the morning - just give us a quick call to let us know when to expect you.
- Use us. It is better to send your child to school in all circumstances. If we feel they are too unwell to stay we will send them home. You cannot be referred for poor attendance if the school makes the decision for your child to remain at home.
- Remember, flu is a serious illness and very different to a cold, if your child has flu, you will be asked to provide medical evidence.
- You may be asked to provide medical evidence for other absences. We know that it is not easy to get a note from the GP. Evidence can be in the form of; an appointment card, attendance note, prescription or prescribed medication (Labelled and dated).
- If your child is likely to be absent due to a long-term illness, please come and speak to us so that we can put a plan of support in place.
- If your child breaks a bone, they should be able to attend school very soon after a cast or splint is applied, if this is not the case, you should provide an explanation - and evidence, including how long they will likely be absent for. Remember, alternative arrangements can be made to ensure your child is safe in school while they are healing. If they can't write, they can still listen and learn in other ways.

Overall attendance level	Number of days lost each year	Impact on child's education
97%+	5 days or less	These children have every chance to make really strong progress at school.
95%	10 days	These children benefit from strong overall attendance and are well placed to make good progress at school. We aim for every child to have at 96% attendance overall.
90%	19 days	Children in this group are missing a month of school per year; it will be difficult for them to achieve their best
85%	29 days	Children in this group are missing six weeks of school per year; there is a real risk that this lower attendance will hinder children's progress. Absence below 90% is considered to be persistent absenteeism.
80%	38 days	Children in this group are missing a year of school over five years of education. They are not benefitting from their right to be educated. Parents / carers of young people in this group could be issued with a penalty notice.

Minutes late per day	Number of school days lost
5	3.2
10	6.5
15	9.5
20	12.5
30	19