



## ATTENDANCE

It is so important that your child is in school every school day. Please remember that if your child is not in school, they will miss so much of their learning and it is difficult to catch up. **If your child is absent for one week, they will miss at least 25 lessons** which cannot always be repeated. We will follow up any concerns over attendance, as it is so important that your child is in school as much as possible otherwise they cannot achieve their potential.

| Attendance during one school year | Equals days absent | Which is approximately weeks absent | Which means this number of lessons missed |
|-----------------------------------|--------------------|-------------------------------------|---|
| 95%                               | 9 days             | 2 weeks                             | 50 lessons                                |
| 90%                               | 19 days            | 4 weeks                             | 100 lessons                               |
| 85%                               | 29 days            | 6 weeks                             | 150 lessons                               |
| 80%                               | 38 days            | 8 weeks                             | 200 lessons                               |
| 75%                               | 48 days            | 10 weeks                            | 250 lessons                               |
| 70%                               | 57 days            | 11.5 weeks                          | 290 lessons                               |

We are monitoring children if their attendance is **below 95%**. We will follow up any concerns over attendance, closely following our guidelines. Please call the main school office if your child is not attending school that day. If we have no reason for absence that is an unauthorised absence. A number of unauthorised absence through the year could result in a fine.

## LATENESS

**Lateness is also becoming an issue. From 6<sup>th</sup> June**, if your child is late after the gates are closed, then we are asking you to come to the main office with your child to sign them in and give a reason for their lateness.

Lateness means your child misses the start of the day, the chance to meet friends, get settled ready for the day ahead and the start of their learning, which in key stage one is their phonics. It is hard as a child, to walk into a working and settled room.

If your child is **5 minutes late** every day that adds up to over 3 days of learning lost. If a child is **15 minutes late**, that is the same as missing two full weeks of learning.

## School Times

**8:55** - 3:25 Key stage 2      **8:50** - 3:20 Key stage 1      **8:50** - 3:15 Reception

Nursery **8:30** - 11:30, 12:30 - 3:30      Two year olds **8:15** - 11:15, 12:15 - 3:15

If your child has to leave school early for an appointment, they will need to be signed out and evidence of the appointment given.

**2013 regulations for leave of absence requests** state that 'any leave of absence request cannot be granted during term time, including holidays, unless there are exceptional circumstances and any holidays must be on an official school leave of absence request form. 'You may be issued with a penalty notice should leave of absence be taken which is not authorised'

