



ATTENDANCE & PUNCTUALITY

GUIDE FOR PARENTS

EVERY SCHOOL DAY COUNTS

Good attendance doesn't just involve being present in school – it also involves punctuality. You also have a responsibility to ensure that your child arrives to school on time, and stays in school during the day.

How you can help:

- Encourage and promote good attendance and punctuality.
- Make a judgement as to whether you feel your child is genuinely ill and remains at home or is OK to attend school.
 - Celebrate your child's attendance regularly.
- Show an interest in your child's school work, reinforcing the exciting opportunities they will encounter.

Don't underestimate the importance of 100% attendance. Even one day missed can have an effect on learning:

98% attendance = 4 school days missed

95% attendance = 10 school days missed (2 weeks)

90% attendance = approximately 20 school days missed (4 weeks)

85% attendance = approximately 30 school days missed (6 weeks)

80% attendance = approximately 38 school days missed (8 weeks)

Five minutes late each day = 3 school days missed each year

Frequently asked questions

How is my child's attendance calculated? Attendance is recorded twice a day, in a morning and afternoon. This means a full day not at school equals two absence marks.

My child has a medical appointment. What do I do? Try and avoid booking appointments during school time. If the appointment can only be taken during school time, try to keep your child in school before and after their appointment so they receive their attendance mark.

What do I do if my child is unwell? Ring the school office as soon as possible, leaving a message with a member of staff or voicemail. Please state your child's name and reason for absence. You must ring every day of your child's illness. If school do not receive a message you will be contacted for safeguarding reasons.

What do I do if we go on a family holiday? A holiday form must be completed however no holidays will be authorised. If your child's attendance falls below 95.3% you may receive a Fixed Penalty Notice of up to £120 per parent per child which is issued by the Local Authority.

Important phone numbers School phone number—01709850732