

How Will We Ensure Punctuality?

- The morning registers will close at 9.00am and any child arriving between then and 9.30am will receive a late mark
- Children arriving after 9.30am will not get a mark for the morning session
- Three late marks in any half term will trigger a letter home to parents requesting that the matter be rectified
- Two further late marks will lead to parents being requested to meet with the Safeguarding & Families Officer in school
- If there is still no improvement, a referral will be made to the Education Welfare Service

If you want your child to succeed,
Education is the tool!
Make sure they're up and ready on time,
And get them into school!









Who knows what they might achieve!

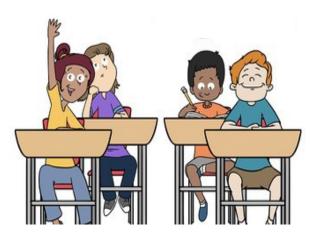
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Attendance & Punctuality

Fact Sheet

For Parents



Make sure your child 's attendance doesn't fall below our school target of

96.1%





What Do We Expect?

- Children to be in school every day during term time unless they are too ill to access their learning
- Children to be on time every day; school opens at 8.45am
- In the event of illness, parents to contact school before 9.30am to make staff aware
- Parents to inform school of any unavoidable medical appointments that have to be attended during the school day, and provide evidence
- Children not to have family holidays during term time
- If a family holiday is going ahead during term time regardless of school expectations, a leave of absence form must be completed prior to the first day of absence



Why Is This So Important?

- Children who miss school frequently fall behind with their work and do less well in exams
- Poor attendance can make it difficult for your child to build friendships, which can lead to loneliness



- Keeping children away from school for no good reason is a criminal offence and can lead to fines or even imprisonment
- A two week term time holiday each year in primary school means your child misses fourteen weeks teaching time
- Two whole weeks of school are missed if your child is fifteen minutes late each day over one full academic year



How Will We Ensure Good Attendance?

- A letter will be issued to any parent whose child's attendance falls below the school target of 96.1% along with the offer of support to make improvements
- A second letter will be issued if attendance does not improve, and parents will be expected to meet with the school Safeguarding & Families Officer
- If attendance continues to fall, the case will be discussed with you at an Internal School Attendance Panel, with the Head Teacher and the Education Welfare Officer
- Any further decline will result in a referral to the Education Welfare Officer
- Holidays taken in term time could result in a fine being issued

