



## *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

