

### The Government expects...

Schools and local authorities to promote good attendance and reduce absence, to ensure that every pupil has access to the education in which they are entitled and to act early to address patterns of absence, including lateness.

Parents are expected to perform their legal duty by ensuring their children attend school regularly and pupils are expected to be punctual to their lessons.

### Every Minute Counts...

It is important that your child arrives in school on time every day. Children don't like having to enter a classroom, assembly hall or get changed for PE alone and this is also very disruptive to the class they are joining.

If your child is...	In a year, your child would lose the following days of education.
5 minutes late	3 days
10 minutes late	6.5 days
15 minutes late	10 days
20 minutes late	13 days
30 minutes late	19.5 days

So every minute really does count. If a child is more than 30 minutes late this will count as an unauthorised absence for the morning session.

### What your child's attendance figure means as learning time lost...

90% attendance may seem to be very good, however, in school this means that your child has not been in school for 10% of the time. This builds up to:

Attendance figure	Days absent by the end of the year (187 school days, days are rounded)
100%	0
95%	9
90%	19
85%	28
80%	37 This is basically a fifth of the school year.

If a child's attendance is below 90% they are considered to be a persistent absentee, this can have legal implications.

### Tips to Support Good Attendance

- Please make dental and doctor appointments outside the school day. Where this is not possible please ensure your child is in school before and after the appointment, they do not need to have the whole day off.
- Help your child to prepare anything they need the night before to avoid having to rush around in the morning trying to find things; maybe consider things such as switching the television off 5 minutes earlier if lateness is an issue.

### Leave of Absence - Holidays in Term Time

Each leave of absence request will be considered individually. Headteachers have been told that they should only authorise leave of absence during term time in exceptional circumstances. If the Headteacher grants a leave of absence it will be for the Headteacher to determine the length of time that the child can be away from school. Leave is unlikely, however, to be granted for the purposes of a family holiday.

If leave is taken without permission, the absence will be recorded as unauthorised. Irregular attendance and unauthorised absences may result in the school having to make a referral to the local authority, which can result in a prosecution. The school has a legal duty to monitor attendance and we will contact you should we feel attendance is becoming a concern.

### Working in Partnership

If there is anything you wish to discuss, or you feel there is any issue linked to attendance or punctuality that we may be able to support with, please do not hesitate to contact Mrs Hewitt (Headteacher), Mrs Donohoe (Assistant Headteacher and SENDCo) or your child's class teacher. We are committed to working with you to ensure your child attends school regularly.

*By working together, we help our  
children to succeed.*

# Attendance and Punctuality



Hamble Primary School

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Information for Parents