

ATTENDANCE NEWSLETTER

Issue 3

Every minute counts!

Time late	Time lost per year
5 minutes	3.4 days
10 minutes	6.9 days
15 minutes	10.3 days
20 minutes	13.8 days
30 Minutes	20.7 days

School begins at 8.40am

Punctuality, why is it important?

Punctuality can play a huge part in attendance. Just 5 minutes late to school each day, this is equal to 3.4 whole school days in one academic year- that's 17 lessons!

8:40 am	Gates open
8:50 am	All pupils to be in class, ready to learn.
8:50-9:10 am	Late recorded as L
After 9:10 am	Late recorded as U

WHEN TO ARRIVE!

School gates are open at 8:40am and close at 8:50am, all children are expected to be in their class by this time.

Children arriving after 8:50 am and before 9:10am will be marked as late (L), and although not directly affecting their attendance, it is recorded on their attendance record.

Children arriving after 9:10 am, after class registers close, are marked with a U code. This mark does affect their attendance as it represents an absence for the whole morning's lessons in school.

Why is this the case?

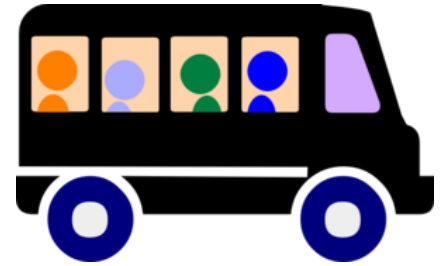
Government guidelines state that a class register closes 30 minutes after the register is opened (8:40 am), and arrivals after this time (9:10 am) are marked as an unauthorised absence. If evidence of exceptional circumstance is provided the school has the discretion of recording the lateness as authorised.



Effects on Wellbeing?

When children are late to school, they may feel embarrassed when entering the classroom as it does disrupt the learning of others. They may initially feel unsettled and may miss important information about the lesson or an activity.





10 Top Tips to help you get your child to school on time.

1. Pack school bags the night before school.
2. Check that they have everything they need: books, PE kits etc.
3. Make sure their uniform is ready.
4. Ensure they get to bed on time so they get a good night's sleep.
5. Set an alarm clock to give you all plenty of time to get ready properly for school.
6. Encourage them to eat breakfast.
7. Set off with plenty of time, allowing for traffic if driving or delays on public transport.
8. If your child is finding work hard, talk to or email their teacher.
9. If you are unhappy about something that has happened in school, contact the school straight away to try to resolve the problem.
10. Talk to your child about what they did in school today. How was your day? What did you enjoy? What did you play today? etc

