



# St. Chad's C.E. Primary School

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## Attendance and Punctuality

January 2023

Dear Parents/Carers

We know that good attendance has a positive impact upon children's learning – good attendance results in good progress and attainment. Attending school each day and being punctual not only promotes a positive routine for your child, but also supports in the educational recovery of the past two years.

**Parents and carers have a legal duty to ensure that their child of compulsory school age attends school regularly and punctually on a daily basis.**

Our school gates open at 8.45am each morning and pupils should be in class by 8.55am. Children arriving after this time will receive a late mark.

### *Did you know?*

***A child that arrives at school at 8.45am each day receives 1hr 15 minutes more learning a week that a child that arrives at 9.00am.***

***That's 17 and half hours every term – the equivalent of nearly 3 whole school days!***

Parents and Carers are responsible for:

- Ensuring their child is in school no later than 8.55am.
- Notifying the school office of a pupil's absence on the first day of absence by telephone, e-mail or in person and then contacting us on subsequent days of absence with an update.
- Completing a request form for absence in term time for exceptional circumstances. Please note that we are unable to authorise family holidays during term time and these may result in penalty notices being issued.
- Providing medical evidence for 5 or more days' absence due to illness.
- Providing evidence of appointments (for example hospital) when your child needs to be removed from school to attend.
- Collecting your child at their allocated end of the day time - everyday. Valuable learning takes place every day of the week and collecting them early will result in an absent mark for the whole afternoon of that day, unless in special circumstances which have been agreed with the academy.



Headteacher: *Mrs J Smith*  
Deputy Headteacher: *Mrs E Litherland*



- Meeting with a member of staff to discuss their child's attendance and/or lateness when necessary and any support that the academy can offer to improve pupil attendance.

I hope that all our families can work with us to make good routines and to embed a positive approach to consistent school attendance, something which is so important.

Thank you for your continued support

Mrs J Smith

Headteacher

95%	=	<b>47 LESSONS MISSED EACH YEAR</b> 8 days in total or 1 week and 3 days
90%	=	<b>95 LESSONS MISSED EACH YEAR</b> 16 days in total or 3 weeks and 1 day
85%	=	<b>142 LESSONS MISSED EACH YEAR</b> 24 days in total or 4 weeks and 4 days
80%	=	<b>190 LESSONS MISSED EACH YEAR</b> 32 days in total or 6 weeks and 2 days

## ATTENDANCE MATTERS

WHAT DO YOUR ATTENDANCE FIGURES ACTUALLY MEAN?

**BE SMART BE THERE!**

Percentages based on 190 academic days