



The Importance of Good Attendance and Punctuality: *Cultivating Good Habits from the Beginning*

Why is Good Punctuality and Attendance So Important?

The benefits for children with good attendance and punctuality include:

- Higher motivation to learn and attend school
- More confidence in themselves and their learning
- Greater opportunities to experience extra curricular opportunities available to them at school
- Positive self esteem that comes with knowing they have achieved their best at school
- The ability to make and maintain strong friendships

Research shows that children with poor attendance are at a disadvantage later in life. They often:

- find it harder to make and maintain friendships
- are less likely to achieve good grades / qualifications
- earn lower wages
- have a higher chance of being unemployed
- have lower motivation and self-esteem and less confidence in school than their peers

Poor attendance and punctuality, even at the earliest age, can affect achievement later in life so establishing good habits from the **start** of a child's school life helps children to settle more quickly into their new setting and routines.

Regular attendance and good punctuality are important for maximising achievement and gaining the greatest benefit from education.

The information below shows how attendance can affect your child's future progression:

Above 97%: Less than 6 days absence a year

Excellent attendance! These pupils will almost certainly get the best grades they can, leading to better prospects for the future. Pupils will also get into a habit of attending school regularly.

95%-96%: Between 7 - 9 days absence a year

These pupils are likely to achieve good grades and form a habit of attending school regularly.

91%-94%: Between 11 and 17 days absence a year

These pupils are at risk of missing a significant amount of learning.

If your child's attendance falls into this category:

- you may be invited to a meeting with a member of the Headship team to determine if there are any issues preventing your child from attending school regularly
- we may write to you again to request medical evidence to authorise any future absences

Less than 90%: at least 19 days absence a year

The Government classifies pupils in this group as 'Persistent Absentees.'

Parents of pupils in this group may be referred to the Educational Welfare Officer, and/or may receive a Penalty Notice or legal action taken by the Local Authority.

What You Can Do to Improve Your Child's Attendance and Punctuality

- Schedule all non-urgent medical appointments (i.e. GP and dental) out of school hours and during school holidays
- **Book family breaks and vacations during the school holidays**
- Set a consistent, regular bed time and morning routine
- **Prepare clothes and pack school bags the night before**
- Don't let your child stay home unless s/he is too unwell to attend school. If you are unsure of the recommended period for children to be kept away from school for an illness, please call the school office on 020 8680 0747 or refer to the school brochure
- **If your child seems anxious about attending school, talk to their class teacher or a member of the Headship Team for advice and support about how to make your child feel comfortable and excited about learning**
- Develop 'back-up plans' for getting to school in case of an emergency in the morning. Call on a family member, a neighbour or another parent/ carer

If your child has any symptoms of Covid-19, you will need to book a PCR test (test that is sent to a lab) to check if they have coronavirus and they will need to **stay at home until you get their result**, even if the symptoms are mild. The main symptoms are:

- a **high temperature**
- a **new, continuous cough**
- a **loss or change to your sense of smell or taste**

To book a PCR test, call **119** or visit <https://www.gov.uk/get-coronavirus-test>

Your Child's Attendance at School:

Why it is Crucial?

Every school day is crucial right from the very first day in Reception.

At Park Hill Infant School, children learn through whole class teaching and learning sessions, small group focus activities and independent child led and child initiated learning opportunities.

If children are absent from school, they miss these exciting key learning opportunities resulting in gaps in their knowledge and understanding. This can significantly impact upon their learning and development.

We place a high priority on children acquiring a sense of commitment towards regular attendance at school.



To report your child's absence from school, please call the School Office **before 09:30am** on **020 8680 0747** or email **attendance@parkhill-inf.croydon.sch.uk**

Help Your Child Succeed in School: Build the Habit of Good Attendance

Each year there are 190 school days where children are required to attend school.

This means there are 175 days (weekends and school holidays) for shopping, birthday treats, non-urgent medical and dental appointments and family holidays etc.

There is no automatic entitlement for any child to be granted leave of absence from school for the purpose of a family holiday. It is not acceptable to take your child out of school, during term-time, for occasional or family holidays as they interrupt a child's learning.

The Education Regulations 2013 make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.



The Education Welfare Officer (EWO) and the School

Mrs Croucher meets with our appointed EWO, Mr Simon Dilley, every fortnight. A report of all pupils with attendance of less than 93% is generated. Discussion is held over the next course of action in each of these cases.

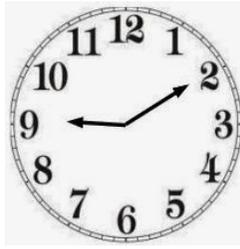
When attendance begins to decline, as a school we may decide to:

- **Continue to monitor future attendance and absence**
- **Send out a letter advising you of the decline in your child's attendance, and inviting you to speak to a member of the Headship Team to determine if there are any issues preventing your child from attending school regularly**
- **Write to you requesting medical evidence to authorise any further absences from school**
- **Invite you to a meeting in school to discuss your child's attendance**
- **Make an referral to the EWO**

If a referral is made to the EWO:

- **Our EWO may write to you or phone you to arrange a meeting to further discuss your child's attendance.**
- **You may be issued with an Attendance Improvement Plan**
- **You may be referred to the Local Authority for the consideration of a Penalty Notice.**

Under section 444 of the Education Act 1996, the Local Authority may issue Penalty Notices to parents of children with unauthorised absences from school. The fines are issued to each parent, for each child, and are: £60 if paid within 21



Our school gates open at 9:00am.

Children need to be in class and ready to learn by 9:10am each day, when the register is called.

Minutes Late:	Equates To:
5 minutes late each day	3 days lost per academic year
10 minutes late each day	6.5 days lost per academic year
15 minutes late each day	10 days lost per academic year
0 minutes late per day	13 days lost per academic year
30 minutes late each day	19 days lost per academic year

**Give your child the best opportunities
and the best start every day!**