



# ATTENDANCE MATTERS

We at Elmbridge Primary school want to make sure that all children reach their potential and we know that you will want us to work together to make that happen. **Regular attendance plays a vital role to ensuring your child makes the most of their education, both academically and socially.**

## **Regular attendance means coming to school every day it is open**

You should aim for your child to miss as little of school as possible. Your child's lessons build from one day to the next, so missing one day means missing something important.

## **Regular attendance opens the door to success**

Regular attendance at school has a huge impact on your child's success. We know that children who do not attend school regularly perform less well academically and can have difficulties with friendships and behaviour too. Families play a vital role in making sure that children get to school every day and on time too – good habits that they will take with them as they become older and more independent.

## **Regular attendance makes the most of every minute**

Arriving on time for school is important as late arrivals are disruptive to the class and can be embarrassing for the child who is late. Children can also miss important information during registration – including being told the plan for the day. Here is a reminder of the current timings and routines that happen in the morning:

- 8.35am – gates open and both parents and children can go on to the playground
- 8.40am – a member of staff will come out on duty and parents may leave their child
- 8.45am – doors open and children can go into their classroom
- 8.50am – registration and early morning activities, including reading
- 9.00am – doors shut, registration closes and formal lessons begin
- 9.00am to 9.20am – late arrival (children will need to be taken to the hub to be signed in); your child is now missing critical teaching time
- 9.20am and onwards – late arrival will be recorded as unauthorised

## **Regular attendance means prioritising school**

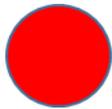
- Aim to make medical appointments outside of school time where possible.
- Do not book holidays in term time – these will not be authorised and you may be fined. Please go on holiday during the 13 weeks of school holiday that pupils have during the calendar year.
- Do not allow your child to stay off school to make things easier for yourself- talk to us and we can offer support.
- Do not miss Fridays... Fridays are just as important as all the other days!

## Regular attendance now and for your child's future

The latest secondary school data tells us that 84% of pupils who had no missed days achieved a grade 4-9 in English and maths in their GCSEs. This compares to just 36% of pupils whose attendance was less than 90%. The sad fact is that children who do not attend regularly find it harder and harder to keep up with their peers. Please support your child now by ensuring they attend regularly.

## Absence due to genuine illness

Of course we know children can become ill and that it is not always easy to decide whether to send them into school or keep them at home, especially because you will want them to attend regularly. To help you with this decision, we have devised a useful traffic light guide that you can refer to if you are unsure



**Stay at home: Sickness/diarrhoea and other more serious illness, including chicken pox** – children will need at least 48 hours to recover and avoid spreading to others. Please contact school to inform us of the illness and for advice about when to return.



**Seek advice: Feeling sick, tummy ache, bad headache** – children may need a day to recover but remember, children can feel unwell if they are anxious; talk to the class teacher if symptoms persist.



**Come to school: Mild cough, cold, sore throat, mild headache, tiredness** – Sometimes we all feel like this. Let the teacher know and we can always arrange to give medicine during the day.

## Aim for your child's attendance to be at least 'Good'

During your parent consultation, you will be told your child's attendance. A child with 'good' attendance over the academic year will still miss 8 days – that's equivalent to 32 lessons. A child with 90% attendance will have missed 20 days, or 80 lessons!

**Excellent** – attendance is 99% or higher

**Good** - attendance is above 96%

**Work to improve** - attendance is below 96%

**Cause for concern** – attendance is below 90%

**Please talk to your child's class teacher, or any school staff if you need help or advice in securing your child's regular attendance at school. For more information, please see our school's attendance policy [here](#).**