

Attendance and Punctuality

Attendance (Absences)

Good attendance is linked to a child's achievement at school. Children must only be absent from school if they are ill. It is a Parent/Carer's responsibility to ensure their child comes to school every day.

Reporting absences

Please contact the office on the morning of the absence on **0113 2930250**. You can leave a message on the absence line **Option 1**

Parents/ carers can contact school in the other following ways:

- In person at the School Office
- Email— **office@beechwoodprimaryschool.co.uk**

Parents/ carers must keep in touch everyday if their child cannot return to the school, unless the school has agreed otherwise. Please note that if a reason is not provided your child will automatically be issued with an unauthorised absence mark.

Appointments with doctors, dentists or at a hospital should be made outside of school hours or in the holidays. Where this is not possible, the details of the appointment including any letters must be brought into the School Office or emailed to **office@beechwoodprimaryschool.co.uk** the day before, or earlier if possible, so that the register can be marked accordingly.

A continuous lack of improvement to Attendance will result in a referral to Attendance Team within Local Authority who may issue a Penalty Notice which could also result in court proceedings. The persistent absence threshold is 10% (child's attendance is 90%). If a pupil's individual overall absence rate is greater than or equal to 10% (if child's attendance is 90% or below), the pupil will be classified as a persistent absentee.

Attendance	Description	Approx. days lost per academic year	Approx. weeks lost per academic year
98-100%	Excellent	0 to 4	Less than 1
96-98%	Good	5 to 9	1 to 2
93-95%	Satisfactory	10 to 13	2 to 3
90.1-93%	Unsatisfactory	14 to 28	3 to 6
90% or Below	Persistent Absence	More than 29	More than 6

Punctuality (Lateness)

It is important that your child has the right start to their day. Pupils who arrive late are greatly disadvantaged because they miss starting the day with their peers and picking up important messages. This means that they are often unsettled and confused about tasks. It is essential that you ensure that your child arrives at school on time to prevent disruption to your child's own learning and that of others. Morning punctuality is a life skill that they need to develop whilst they are young.

School starts and finishes as outlined below:

Start time
8:40am
8:45am

Year groups
1, 4 & 6
Reception, 2, 3 & 5
Nursery 8:45-11:45 am &
12:15- 3:15 pm

End time
3:10pm
3:15pm

On-going lateness (after the class register has been taken/ the register is closed) is classified as an unauthorised absence and this is contrary to The Education Act.

We understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances. On these occasions, please make sure that you contact the school office to inform us when you will arrive.

If you are experiencing difficulties with punctuality and wish to discuss this matter further, please do not hesitate to contact our attendance team on **01132930250**.

Good time keeping means...

...making sure your child is at school and ready to learn, before the school bell rings!

Did you know? - being 15 minutes **late** each day is the same as missing **two weeks** of school!*



**Lost minutes =
Lost learning!**

