



# Greenfields Community Primary School— Attendance



## Attendance

It is well known that good school attendance affects a child's success in learning and helps to fulfil their potential and give a chance of a better future. Everyday your child is absent from school is an opportunity missed. As a school and a parent / carer we have a shared responsibility to ensure that your child attends school regularly.

## Punctuality

Greenfields Community Primary School starts at 8.40am every morning for those children from Reception to Year 6. It is essential that your child is in the school yard by 8.40am and lined up with the rest of the children from their class. Parents / carers of children who are persistently late could face legal action.

## Absences from School

If your child is absent from school you need to:

- Contact the school on (0191) 6250100 or email [adminteam@greenfieldsprimary.org.uk](mailto:adminteam@greenfieldsprimary.org.uk) before 9am.
- Please give the reason for absence.
- Please give the day you expect your child will return to school.

Phoning school to say your child is absent does not authorise the absence. As a school we need the specific reason for the absence so we can decide if is an authorised or unauthorised absence.

If we do not hear from you when your child is absent from school, we will do a home visit after the second day of absence without contact.

## Traffic Light System

Greenfields is working closely with the Education Welfare Team within the Local Authority. As a result we are sharing the local authority procedures for school attendance. These are based on a Traffic Light System.

**The government standard for good attendance is 96% or above.**

Below you can see the traffic light system for attendance and punctuality with the number of days and hours missed learning days absent and lateness equates to.

### EVERY DAY COUNTS!

Attendance matters *all day, every day*

<b>100%</b>	<b>OUTSTANDING</b>
<b>98%</b>	<b>IMPRESSIVE</b> 4 days absence 20 hours of learning lost
<b>96%</b>	<b>GOOD</b> 6 days absence 30 hours of learning lost
<b>93%</b>	<b>NEEDS TO IMPROVE</b> 13 days absence 65 hours of learning lost
<b>90%</b>	<b>CONCERNS</b> 19 days absence 95 hours of learning lost
<b>80%</b>	<b>SERIOUS CONCERNS</b> 29 days absence 145 hours of learning lost

### EVERY MINUTE COUNTS!

Punctuality matters *all day, every day*

10 minutes late every day for 5 days	50 minutes of learning lost
10 minutes late every day for 20 days	3 hours and 20 minutes of learning lost
10 minutes late every day across the academic year (38 weeks)	31 hours and 40 minutes of learning lost

**Interventions and learning to read sessions take place at the start of every day so it is vital that your child is on time so they don't miss out on this important teaching and learning opportunity.**

## Holidays

A weeks holiday taken during term time is over **35 lessons missed**. Since 2013, the Department for Education changed the legislation relating to holidays during term time. The new legislation does not give any entitlement to parents/ carers to take their child on holiday during term time. All schools in the country are unable to authorise any holidays taken in term time unless they are under exceptional circumstances.

<https://www.gov.uk/school-attendance-absence>

**The Governors of Greenfields Community Primary School have decided that 5 or more unauthorised holiday absences will mean that parents/carers can be fined by the Local Authority.**

### How can I help my child get the best out of school?

- Be aware of the impact of regular absences - missing school is missing out.
- Make sure your child arrives at school on time.
- Don't let your child stay off for reasons like going shopping, birthdays, feeling unwell, holidays with friends.
- Avoid taking family holidays in term time.
- Try to make non-urgent medical and dental appointments out of school time.
- Be involved with your child's education and school - ask questions.
- Build up good habits of punctuality and attendance.
- Keep your child off school in accordance with infection control guidelines (contact the school if you are unsure) but send them back as soon as they are better, even if it's only for one day - every day counts.

## Why is good attendance important?

The law states all children aged 5-16 must receive a **suitable full time education**.

With **high attendance** your child gets the chance to **make friends** and learn to get on with others. **Communication skills** are vital for your child's development.

Research shows students with **less than 90%** attendance do dramatically **less well** in public examinations.

Employers will want to be sure that the people they recruit are reliable. Children who have a poor school attendance record have less chance of getting a job.

Young people who are off school for no good reason are **at risk of becoming victims of crime or abuse**. They may also be drawn into anti-social behaviour.

Children who don't come to school regularly will be **at risk of not achieving their full potential**.

Parents / carers of children with poor **attendance and punctuality can be prosecuted**.

If you are facing any difficulty with your child's attendance or punctuality please don't hesitate to contact school, we are here to help and to work with you to ensure your child is in school with excellent attendance and punctuality.

