

High Bank Junior, Infant & Nursery School

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Dear Parents/Carers,

We know that you as parents/carers want the best for your child and that having a good education helps to open up more opportunities in their future life. Research has shown that achievement is directly linked to attendance - students with a higher level of attendance have a higher level of achievement.

Bearing this in mind, I would like to highlight the importance of good attendance and punctuality.

Punctuality

Doors open at 8.50am. Children need to be in school by **9.00am**. This is when the register is closed. If your child arrives in school late, then they will need to sign in at the office and this will be recorded on the register as late.

Did you know...

- *Your child being late disturbs the whole class from learning.*
- *Arriving 5 minutes late every day adds up to over 3 days lost each year.*
- *10 minutes late to school each day = 33 hours lost in one year.*
- *Arriving 15 minutes late every day is the same as being absent for 2 weeks a year.*
- *Arriving 30 minutes late every day is the same as being absent for 19 days a year.*
- *19 days lost a year through being late means 90% attendance.*
- *90% attendance through school life is equal to a whole year of school being missed!*

Absence

If your child has a genuine illness and is unable to come to school, please contact school to let us know and only keep them off for as long as absolutely necessary, if they continue to be unwell in school, please be assured that we will look after them and send them home if necessary.

Holidays in term time

As parents you have a legal duty to ensure that your children attend school on a regular basis. The law **does not** grant parents an automatic right to take their child

out of school during term time. Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational, but your child will still miss out on the teaching that their classmates will receive. Children returning from a term time holiday are also unprepared for the lessons that build on the teaching they have missed. When teachers have to give more time to help individual children catch up on missed work, other students in the class may miss out on help, and under-achieve as a result. This is a situation that we **all** have a responsibility to avoid.

The Department for Education only allows a Headteacher discretion to consider an absence/holiday in term time in "special circumstances". **Very few requests fall into this category.**

Anyone taking their child out of school for a holiday will need to meet with myself and complete a request form. If the request is not considered to be a special circumstance, and you nevertheless take your child out of school, the absence will be recorded as unauthorised. In the case of an unauthorised absence/holiday, the Local Authority will be notified of the unauthorised absence/holiday taken, and a Penalty Notice will be issued.

Support is available in school for anyone finding it difficult getting their child to school, please contact Mrs Stebbings - our school Pupil and Family Well-being Lead.

May I take this opportunity to thank those parents and carers who child's attendance is exemplary, however, I wanted this letter to highlight how serious the school take punctuality and absence.

Kind regards

Mrs K Chubb
Headteacher