ATTENDANCE GUIDANCE

Attendance and punctuality is very important to us at Saltford School as we recognise the impact that it has on your child’s education. We publish the attendance figures for the best class in our weekly newsletter and we are sure that, with your help, we will achieve our school target which is **98% for the 2017/18 academic year.**

**THINGS YOU CAN DO TO HELP YOUR CHILD ACHIEVE!**

- Ensure your child attends school **EVERY DAY** unless your child is ill. If they are ill please ensure that you inform the school ASAP by calling the ‘Attendance Line’ on **01225 872185** by 8.45am.

- Phone school **EVERY** morning that your child is absent unless you have agreed with the office (an operation for example) so that our attendance records are accurate and up-to-date.

- Make sure your child arrives **on time by 8.50am.** Remember, doors close promptly so please do not be late to arrive. Late comers not only miss vital lesson time but also disrupt learning for other members of the class too. **We open our classroom doors from 8.50am for FS/KS1 and 8.45am for KS2 so there really is no reason to be late.**

- If your child is late into school it is vitally important that they are signed in at the school office.

- Make sure that we have all the correct contact details for you so that we can contact you about illnesses or absence.

- Take your family holidays during school holidays.

- A copy of our Attendance Policy can be found [here](#).

Please remember that if you take your child out of school during term time without prior authorisation from the Head Teacher, you could face the risk of a penalty notice being issued (per parent, per child) or even face prosecution.

Please do not report an illness for your child and then take them on holiday. If we cannot locate your child during a period of absence we may have no choice but to report them as a missing child.
ATTENDANCE FACTS

**90% Attendance** – This means that your child misses approximately **4 weeks** of school a year. By the time they leave school they would have missed nearly **A WHOLE YEAR OF SCHOOL**.

**80% Attendance** – This means that your child misses approximately **half a term each year**. By the time they leave school they would have missed **MORE THAN TWO WHOLE YEARS OF SCHOOL**.

Children are only expected to attend school for 190 days out of a whole year.

Please try to take your family holidays in school holidays only.

<table>
<thead>
<tr>
<th>Attendance during one school year</th>
<th>Equals approximate days absence</th>
<th>Which is approximately weeks absence</th>
<th>Which is approximately lessons missed</th>
</tr>
</thead>
<tbody>
<tr>
<td>95%</td>
<td>9 days</td>
<td>2 weeks</td>
<td>40 lessons</td>
</tr>
<tr>
<td>90%</td>
<td>19 days</td>
<td>4 weeks</td>
<td>80 lessons</td>
</tr>
<tr>
<td>85%</td>
<td>29 days</td>
<td>6 weeks</td>
<td>120 lessons</td>
</tr>
<tr>
<td>80%</td>
<td>38 days</td>
<td>8 weeks</td>
<td>160 lessons</td>
</tr>
<tr>
<td>75%</td>
<td>48 days</td>
<td>10 weeks</td>
<td>200 lessons</td>
</tr>
<tr>
<td>70%</td>
<td>57 days</td>
<td>11 ½ weeks</td>
<td>230 lessons</td>
</tr>
<tr>
<td>65%</td>
<td>67 days</td>
<td>13 ½ weeks</td>
<td>270 lessons</td>
</tr>
</tbody>
</table>
As you can see from the figures above it is not only absence that can affect our children's learning potential. It is also their punctuality.

Please ensure your child is in school on time and ready to learn every day.

If your child misses the introduction to their lessons they will not know what they have to do.
175 non school days a year!
All this time for shopping, holidays and appointments

365 days in the calendar year

190 days of education per year
180 days of education per year
171 days of education per year
161 days of education per year
158 days of education per year
143 days of education per year

0 days absence
10 days absence
19 days absence
29 days absence
38 days absence
47 days absence

100% Attendance
95% Attendance
90% Attendance
80% Attendance
75% Attendance

Best chances of success
“Well Done!”

Poor attendance
chance of success
“I’m worried”

Very poor attendance – serious impact on education and reduces life chances
“I’m seriously concerned!”