



Saltford CofE Primary School

Saltford CofE Primary School
Claverton Road, Saltford, Bristol BS31 3DW
T: 01225 872185 E: contactus@saltfordschool.org.uk
W: www.saltfordschool.org.uk [@SaltfordPrimary](https://twitter.com/SaltfordPrimary)

Headteacher: Miss Dawn Elliott
Co-Chairs of Governors: Megan Jackson and Richard Rowland

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.



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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 you 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.

<i>Attendance during one school year</i>	<i>Equals approximate days absence</i>	<i>Which is approximately weeks absence</i>	<i>Which is approximately lessons missed</i>
95%	9 days	2 weeks	40 lessons
90%	19 days	4 weeks	80 lessons
85%	29 days	6 weeks	120 lessons
80%	38 days	8 weeks	160 lessons
75%	48 days	10 weeks	200 lessons
70%	57 days	11 ½ weeks	230 lessons
65%	67 days	13 ½ weeks	270 lessons



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<i>Minutes late per day during the school year</i>		<i>Approximate number of days teaching lost in a year</i>
5 mins		3 days
10 mins		6 days
15 mins		9 days
20 mins		12 days
30 mins		18 days

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.



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175 non school days a year!
All this time for shopping, holidays and appointments

