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.

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 Headteacher, 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 during one school year | Equals approximate days absence | Which is approximately weeks absence | Which is approximately lessons missed
--- | --- | --- | ---
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

**Minutes late per day during the school year**

<table>
<thead>
<tr>
<th>Minutes late per day during the school year</th>
<th>Approximate number of days teaching lost in a year</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 mins</td>
<td>3 days</td>
</tr>
<tr>
<td>10 mins</td>
<td>6 days</td>
</tr>
<tr>
<td>15 mins</td>
<td>9 days</td>
</tr>
<tr>
<td>20 mins</td>
<td>12 days</td>
</tr>
<tr>
<td>30 mins</td>
<td>18 days</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
0 days absence
100% Attendance
Best chances of success
“Well Done!”

180 days of education per year
10 days absence
95% Attendance

171 days of education per year
19 days absence
90% Attendance
Poor attendance
“I’m worried”

161 days of education per year
29 days absence
85% Attendance

158 days of education per year
38 days absence
80% Attendance
Very poor attendance – serious impact on education and reduces life chances
“I’m seriously concerned!”

143 days of education per year
47 days absence
75% Attendance