

Punctuality Matters

Being frequently late for school adds up to lost learning: arriving 5 minutes late every day adds up to over 3 days lost each year!

The start of the school day is an important time for children. Morning drop-off is between 8:45am and 9am every day.

Children arriving after 9am miss out on early morning activities to consolidate their learning. Teaching starts promptly so children that arrive after this time will miss the beginning of the lesson and are often unsettled and not ready to learn.

ARRIVING LATE



All pupils arriving late must use the main entrance and immediately report to the school office to ensure that we can be responsible for their health and safety whilst they are in school.

An entry in the late book by the adult dropping off is required. The child will be sent to their classroom (not cloakroom) immediately, accompanied by a member of staff if needed.



The register will close at 9:30am. Pupils arriving after the close of register will be recorded as an unauthorised absence for that school session, unless a satisfactory explanation for the late arrival can be provided.

Attendance facts

- * Attendance of **95%** for the year equals **10** days that your child has been absent, that is 2 full school weeks of your child's learning missed for that year.
- * Attendance of **90%** for the year equals **19** days that your child has been absent, that is almost 4 school weeks missed.
- * Attendance of **85%** for the year equals **29** days that your child has been absent per, that is almost 6 school weeks missed.
- * Attendance of **80%** for the year equals **38** days absent per year that is over 7 school weeks missed.



Did you know?

The school year has 190 days for pupils to attend out of the 365 days in a year. This means that there are **175 days** per year when your child **does not** have to attend school. These days could be used to:

- ⇒ Spend time with family and friends
- ⇒ Go on days out
- ⇒ Go shopping
- ⇒ Attend routine appointments
- ⇒ Go on holiday



ATTENDANCE INFORMATION for PARENTS



Attendance Matters

Every School Day Counts

Attend today, achieve for a lifetime!

What is good attendance?

EVERY SCHOOL DAY COUNTS

Dropmore Infant School is committed to ensuring that all children in their care get the best possible start in life. One way we can do this is through ensuring regular school attendance. Evidence shows that children who attend school regularly are more successful, not only in school, but in all areas of life.

We hope that you will continue to support us in improving our school attendance by making sure your child comes to school every day.

If your child is going to be absent, the school should be informed before 9am by

- Telephone: 01753 644403
- Email: office@dropmore.school
- In person

Should you wish to discuss your child's attendance at any time, please make an appointment with Mrs Streete.

If a pupil is recorded as absent, the register must show whether the absence is authorised or unauthorised. Absence can only be authorised by the school and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation has been received.

AUTHORISED ABSENCE



- ◆ Illness
- ◆ Emergency dental/medical appointments (Routine appointments should be made outside school hours wherever possible)
- ◆ A day of religious observance (one day only!)
- ◆ Family bereavement
- ◆ Exceptional Circumstances (if approved by the Headteacher)

UNAUTHORISED ABSENCE



- ◆ Late arrival after 9:30am
- ◆ Birthdays
- ◆ Tiredness
- ◆ Shopping / Haircut
- ◆ Holiday during term time
- ◆ Closure of sibling's school
- ◆ Minor ailments where the child is well enough to attend school

LEAVE OF ABSENCE IN TERM TIME

Applications for leave of absence should be made **in advance** to the Head Teacher **using the appropriate form** (which may be obtained from the office) **before** any commitment is made.

We monitor attendance (authorised AND unauthorised) every half term and categorise attendance levels using a traffic light system as follows:



RED: persistent absence
Attendance is below 90%

AMBER: poor attendance.
Attendance between 90 and 96%

GREEN: good attendance.
Attendance of 96% or more.

The threshold for Persistent Absence in primary schools is defined by the Department of Education at 90%.

CELEBRATING GOOD ATTENDANCE

At the end of every term, all children with 100% attendance **for that term** will receive a 100% attendance sticker.

A child with 100% attendance for the year will receive a 100% attendance certificate at the end-of-year celebration assembly.

KEEPING PARENTS INFORMED

At the end of every term an Attendance Card will be sent home to inform you of your child's attendance percentage **for that term**.

If the attendance percentage for your child is below 96% **for the year**, a letter will be sent and a monitoring cycle will be started.