

## What is Unauthorised Attendance?

The Government's expectation on overall attendance is at least 95%.

Sometimes a child is genuinely too ill to attend school or there may be a family emergency such as a funeral. Such absences are allowed by law. However, unless there is a genuine reason for absence, children are required by law to attend school each day.

If your child's attendance falls below **95%**, then their attendance will be monitored daily. Mrs Cottle, our Parent Support Advisor will contact you to discuss the reasons for absence.

If your child's attendance falls below **85%** then our Local Authority Senior Educational Welfare Officer, Mrs Mitchell will become involved and legal proceedings may ensue if an immediate improvement in attendance does not occur.

## Targets, Facts & Figures

**95% attendance**

**No unauthorised absences**

We would like all our children to aim for 100% attendance. Full attendance means that no learning time has been lost. Even a short absence can have an impact on learning.

**95% attendance means:**

9 days of learning missed

18 lost registration marks

**80% attendance means:**

38 days of learning missed

72 lost registration marks

**65% attendance means:**

67 days of learning missed

154 lost registration marks

Missed learning results in falling behind and lack of understanding.



## Punctuality

It is also important that children arrive at school in good time. Registration and Assembly times are important parts of the school day.

Frequent lateness can also result in the loss of a considerable amount of learning time and this can put your child at a serious disadvantage.

**5 minutes late every day**

Equals over 3 days of learning missed

**15 minutes late every day**

Equals 2 weeks of learning missed

## How you can help us!

- ◆ Ensure your child attends school every-day on time. Arriving late at school causes difficulties for the class teacher but most importantly for your child who must enter a class who are already at work.
- ◆ If your child is absent from school due to sickness or other unavoidable cause, please telephone the school on the first day of the absence or send a letter into school.
- ◆ Make medical appointments after school and during holidays.
- ◆ Take family holidays during the school holidays

## How we can help you!

- ◆ All adults promote love of learning and school life
- ◆ Mrs Cottle, our Parent Support Advisor, is on hand to offer support and advice where ever and whenever required
- ◆ Rewarding both individual and class attendance and punctuality weekly, termly and yearly.

## School Times



**Breakfast club open from 8.10am**



**School doors open at 8.40am**



**School doors close at 8.50am**

**If your child arrives in school after 9.00am they will be registered as late 'L'.**



**Start of lunchtime for KS1 & KS2**



**End of lunchtime for KS1 & KS2**

**Lunchtime for Reception 11.45am-12.45pm**



**School day ends at 3.00pm**

**Nursery AM session 8.30am to 11.30am**

**Nursery PM session 12.30pm to 3.30pm**



## Attendance Matters

A parent/carers guide to  
Thorntree Primary School's  
Attendance Policy

**The aim of Thorntree Primary School's Attendance Policy is to encourage all our children to attend school regularly and punctually so that they can succeed both in school and in their future lives.**

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