



ATTENDANCE MATTERS



INFORMATION FOR PARENTS AND CARERS

‘Good school attendance gives your child the opportunity of success and helps develop academic and social skills for life’

Why is good attendance important?

There is much research to prove the link between attendance and achievement and therefore it is very important that your child attends school every day unless there are exceptional circumstances.

Pupils with good attendance are more likely to do well at school.

When children miss school, even if the time period is very short, it can lead to gaps in their learning which might make future lessons more difficult for them to access. Regular attendance helps children to feel part of the school community and enables them to develop good relationships with their peers and other members of the school community.



% of attendance in a school year	Number of days absent	Weeks missed	Impact on achievement
98%	4	Less than 1 week	Will almost certainly achieve full potential
95%	9.5	Nearly 2 weeks	Likely to achieve but could still improve
90%	19	Nearly 4 weeks	Will be harder to achieve their best
85%	29	Nearly 6 weeks	High risk of under achievement
80%	38	Missing a year of school over the time spent in Primary education	Underachievement is highly likely
Below 80%	over 38	Missing over a year of school over the time spent in Primary education	Extreme impact on learning and development

What does the law say?

By law, all children of compulsory school age (between 5 and 16) must get a suitable, full-time education. As a parent, **you are responsible** for making sure this happens.

As a school, we have a legal duty to mark the register and record the attendance of every child on its roll and to specifically code which children are absent or late and the reasons why.

What is an authorised absence?

- Your child is too ill to attend school (proof of illness from your doctor may be required).
- An unavoidable medical appointment.
- An agreed leave of absence (Note: A Leave of absence form needs to be completed prior to absence).

What is an unauthorised absence?

- A family holiday.
- Sleeping in.
- Staying off school because a sibling or parent is unwell.
- Taking the day off because it is your birthday.
- Staying home for deliveries; Any other similar reasons.

PUNCTUALITY MATTERS TOO

When a child arrives on time:

- Registration takes place quickly and smoothly.
- Children access beneficial morning starters.
- Children settle into their routine for learning across the day.
- Everyone hears the information given and is included in important explanations and discussions. This ensures that everyone knows what to do and what is expected of them.
- Children develop a sense of belonging.



Late arrivals add up over time - being 10 minutes late each day adds up to two weeks of lost learning time over the whole school year.

When a child arrives late:

- Concentration is interrupted.
- Valuable learning time is lost.
- The child is at an immediate disadvantage because they may have missed time to settle to routines, missed important teaching points and missed discussions where ideas are shared - this can be unsettling for them.
- Children can feel stressed and anxious about having to walk into their lessons late - some children find being late very distressing.

The school playground is open from 8.35am

Classrooms open from 8.35am

Registration is at 8.55am. Children must be in their classroom by 8.55am

The school day runs from
8.35am-3.05pm (Reception)
8.35am- 3.10pm (Yr1 - Yr2)
8.35- 3.20pm Yr3-Yr6)

GOOD HABITS REALLY MATTER



Good school attendance habits are best started early.

Children learn from those around them and you as parents set the standards and expectations for your child. Showing your child the importance of attending school every day not only helps your child to settle quickly when starting school but also helps them to keep and sustain friendships and enjoy the school environment.

Consistency alongside a caring and supportive home and school life will make any transition experience quick and easy. The staff at Southfield Park understand the difficulties some parents can face and are here to support you. Please share any concerns you may have as the well-being of your child is our priority and we will work with you to help things improve.

How can Parents and Carers help?

Have a regular bedtime and morning routine for your child.

Have their clothes and bag ready the night before.

Be organised - have a plan - be consistent - involve your child!

Arrange medical appointments, outings and holidays for times when your child is not expected at school.

Let us know if your child is unwell and unable to attend, **as soon as possible** by contacting the school office via info@southfield-park.surrey.sch.uk or calling 01372 743104

Communicate with us about how we can support your child to return quickly following an absence. There is a lot we can do to support and ensure your child feels safe and cared for, even if a little under the weather. The class teacher and office staff can advise further.

When attendance falls below 90%

If your child's attendance falls below 90%, school will send you a letter and offer further support. Attendance will then be monitored closely. This is to enable us to work together to protect your child's educational welfare.

Our office team are happy to support parents & carers in improving attendance and punctuality.