

# Hollydale Primary School Working with you to improve attendance



## What does your child's attendance percentage mean in real terms?

Although 90% in an exam is a very good result, 90% in attendance is not. 90% equates to one day a month or 19 days off school per year, your child will have potentially missed 100 lessons.

Look at the table below and see where your child is.

Attendance during one school year	Equal days absent	Approximate weeks absent	Number of lessons missed
<b>95%</b>	<b>9 days</b>	<b>2 weeks</b>	<b>50 lessons</b>
<b>90%</b>	<b>19 days</b>	<b>4 weeks</b>	<b>100 lessons</b>
<b>85%</b>	<b>29 days</b>	<b>6 weeks</b>	<b>150 lessons</b>
<b>80%</b>	<b>38 days</b>	<b>8 weeks</b>	<b>200 lessons</b>
<b>75%</b>	<b>48 days</b>	<b>10 weeks</b>	<b>250 lessons</b>
<b>70%</b>	<b>57 days</b>	<b>11.5 weeks</b>	<b>290 lessons</b>
<b>65%</b>	<b>67 days</b>	<b>13.5 weeks</b>	<b>340 lessons</b>

### **Why is punctuality so important?**

Parents should ensure that their child arrives at school on time, properly dressed in uniform and ready to learn. Even if your child is a few minutes late, it can add up to a significant amount of time over a long period. Lateness can count as an unauthorised absence which may lead to court action. Registers are closed 10 minutes after the start of the session. The school day starts promptly at 8:55 with the register closing at 9:05. Any pupil arriving after this time will be marked with a **code L**. Any pupil arriving **after 9:30** will be marked with a **code U**.ie an unauthorised absence.

5 minutes late each day	3 days lost!
10 minutes late each day	6.5 days lost!
15 minutes late each day	10 days lost!
20 minutes late each day	13 days lost!
30 minutes late each day	19 days lost!

### **What do you need to do if you think your child needs time off school?**

First stop and think—is it really essential? Put school first whenever possible. Make medical or dental appointments outside of school time where possible. Children are expected to attend school around their appointment and medical evidence should be provided to school.

Let school know as soon as possible if your child will be unable to attend school. There may be alternatives available. If your child is having problems at school causing absences or making them not want to go, contact the school to resolve the matter. We will do all we can to support you and your child and solve the problem.

Hollydale Primary adheres strictly to the Southwark Council attendance policy. Southwark Council is committed to raising the educational attainment of pupils within the borough and affording them the best possible life chances. To achieve this, children and young people need to attend school regularly and be equipped to learn. Irregular school attendance is a contributory factor in social exclusion and underachievement.

### **What does unauthorised absence mean?**

**Unauthorised Absence:** If the school do not receive a reason for your child's absence or they are unsatisfied with the reason given for absence.

**Unauthorised Holiday:** Holidays are only authorised by the Head Teacher for exceptional circumstances.

**U Codes:** If a pupil arrives 10 minutes after registration, they will receive a U mark.

**Excluded children:** If your child is excluded from school, it is important that they are not seen in a public place during school hours.

### **How will Hollydale help encourage and support attendance?**

We keep careful records of attendance. This means that we can track when attendance is starting to become a concern. School and the Welfare service follow government guidelines and so will track every pupil with attendance below 90%.

### **Hollydale will:**

- Ask for contact from a parent or carer for every absence—even if only for part of the day.
- Contact you about any unexplained absences
- Inform you that your child's absence or lateness needs attention and work with you to find a way of improving it.
- Include a report of your child's attendance in their annual report
- Work in partnership with the Education Welfare Service

### **Rewards for excellent attendance at Hollydale include:**

- Certificates and prizes at the end of each academic year for all 100% attendance pupils.
- The class with the highest attendance the previous week will be praised in assembly in EYFS, KS1 and KS2. The winning class will look after our attendance puppets.