



Woodlands Primary School

The World is run by those who turn up!

Don't be late:

5 minutes a day = 3 days of missed learning over the year!

15 minutes a day = 2 weeks of missed learning a year!

Lateness leads to children being greatly disadvantaged because they miss time with their friends. Even missing a few minutes on the playground before school means that the children miss the transition time from home to school and are often unsettled when entering the classroom.

Children who arrive late also miss the start of the lesson, this means that they are often unsettled and confused about tasks. Their teacher will not always be able to re explain work.

Punctuality is also a life skill that children need to develop whilst they are young.

A whole year has **365 days**, a child's school year has **190 days**.

This leaves **175 days** for family time, visits, holidays and appointments.

100% attendance =	95% attendance =	94% attendance =	90% attendance =	85% attendance =	80% attendance =
No absence	10 days absence	12 days absence	19 days absence	29 days absence	38 days absence
190 days of learning	180 days of learning	178 days of learning	171 days of learning	161 days of learning	152 days of learning
100%	95%	94%	90%	85%	80%
Very Good		Worrying	Serious Concern		
Best chance of success and gets your child off to the best start.		Less chance of success as it makes it harder for your child to progress.	Your child will find it very difficult to make progress. Ultimately this may lead to court action. A child who has an average of 80% attendance misses a whole 2 YEARS from school.		

Dear Parents /Carers

We are writing to the families of all the children at the Woodlands to re- emphasise the importance of high attendance at school and also being on time. We acknowledge that the vast majority of children have good attendance and arrive on time, however there has been an increase in unauthorised absence and also lateness with an increasing number of children arriving after the gates have closed.

As the attached poster outlines, missing occasional days all adds up and has a detrimental impact on the children's learning. Where possible, children should attend school every day. Only on very rare occasions can absence be authorised. We are aware that illness cannot be avoided but this still leaves anything above 95% as good.

The school gates open at 8.40 am to allow children transition time from home to school, to mix with their peers, catch up on the day's events and settle before school. This is an essential part of the school day.

School starts at 8.55a.m. every term time morning. Children should be on their playground ready to line up at 8.55a.m. so that they can enter the school calmly and be ready to start lessons, with their peers, promptly. If children arrive late they are often unsettled and miss the beginning of lessons leading to confusion and further distraction throughout the lesson.

Being on time is also a very important life skill that they need to learn whilst young in preparation for the working world.

It is vital that each parent and carer ensures that their child arrives at school on time to prevent disruption to their child's learning and that of others. As a school we will continue to celebrate the positives of good levels of attendance and punctuality through class work, assemblies and rewards. Children are rewarded each term for high attendance and the highest attending class is celebrated weekly.

We are required to monitor and report to the local authority all children's attendance and punctuality. On-going lateness is classified as unauthorised absence.

There are obviously rare occasions where it is unavoidable to be late. Please contact the school office 01827 429020 if you know that your child will be arriving late. If you are experiencing difficulties with punctuality and would like to talk with school about possible strategies please call on 01827 429020

As outlined in the letter from Staffordshire County Council a few weeks ago, from January the guidelines are much tighter and the acceptable levels of attendance and punctuality are now much higher.[Any unauthorised absence and any 10 lates may result in a fine] Not complying with these new County guidelines may result in a penalty notice and fine.

As mentioned earlier we acknowledge and thank the vast majority of parents and carers that work closely with their children to be on time and have good attendance leading to good learning. We would like all children to benefit from this and want to help in any way we can.

Regards

All of the Woodlands Team