

---

## Why is Attendance Important

*Good attendance = Good Attainment*

*Confidence Building (pupils find it difficult to catch up if they are often absent from school.*

*Gain important social/life skills*

*Form genuine friendship groups*

### Regular Attendance:

90% attendance = 19 days absent

85% attendance = 29 days absent (half a term)

80% attendance = 38 days absent

75% attendance = 47 days absent

### Regular Lateness:

Over a school year:

5 minutes late every day—3 days absent

15 minutes late every day—10 days absent

30 minutes late every day—19 days absent

---

**If you have any concerns about your child's attendance and the impact it may have on their learning, please speak to the class teacher or the school office.**



SCHOOL

ATTENDANCE

At Annie Lennard School we are constantly striving to improve School Attendance.

We hope this leaflet will fully explain the procedures for School Attendance.

*Contact Number of school:*

*0121 429 4284*

---

## Illness

If your child is ill, please telephone 0121 429 4284, before 9.15 a.m. and let us know your child's name, class and why they are absent.

If you take your child to the Doctors, and you are given some medication it is helpful if this can be brought into school to be photocopied for our attendance file.



## Lateness

School starts at 8.45 a.m. and all children should be in the playground before the bell rings.

If your child is late, the classroom door will be closed, please bring your child to the main school entrance. .

## Holidays

**All Parents are requested NOT to take their child out of school during term time for holidays.**

Annie Lennard School does not authorise holidays.

If you believe that your child's absence should be authorized, please send in a supporting letter with your Leave of Absence Form.

## Medical Appointments

If your child has a medical appointment during school time, please let the school office know and, if possible, bring evidence of this into the school office where it can be photocopied.