





## Arriving at School on Time

Arriving at school on time every day is an important job for parents and children.

Being punctual and ready to work are important life skills that we try to develop in school to equip children for working life. When your child is late they are rushing and get off to a bad start.

It also disrupts the teacher and the class, who have often started working when children arrive late. Your child could also miss important information or instructions so they may not be so confident during the rest of the day.

### What is late?



The gates close at **9:00am**, and we expect children to be in school before this time. The register is taken electronically.

The playground entrances are open from **8.30am** and the year group doors open at **8.40am** to receive children.



School starts at:

**AM: 8.50am - 12.10pm**

**PM: 13.10pm - 3.25pm**

**School gates close at 9.00am, please use the main reception door after this time so we can sign your child's name in. Registers close at 9.15am therefore if a child arrives after 9.15am they receive a mark which denotes 'late after the register is closed' U which counts as an unauthorised absence**

## EVERY MINUTE COUNTS

MINUTES LATE PER DAY	EQUIVALENT OF MISSING	HOW MANY LESSONS THIS IS MISSED
5 MINUTES	3.4 SCHOOL DAYS A YEAR	17 LESSONS
10 MINUTES	6.9 SCHOOL DAYS A YEAR	35 LESSONS
15 MINUTES	10.3 SCHOOL DAYS A YEAR	51 LESSONS
20 MINUTES	13.8 SCHOOL DAYS A YEAR	69 LESSONS
30 MINUTES	20.7 SCHOOL DAYS A YEAR	104 LESSONS

### Attendance

Good attendance is essential. Your child will not make the progress they are capable of if they are away from school on a regular basis. We aim for 97% attendance over the year for every child – which is also the Government's target for Primary Schools.

Parents and carers are responsible by law for ensuring that their children attend school regularly and are not absent without good reason.

You can see why we are trying to improve attendance – we must make sure that your child makes the best progress they possibly can, and they can only do that by being in school!

### What should I do if my child needs to be away from school?



If your child is poorly, please telephone the school 01536 202621 on the first day of absence, giving the reason for absence, you need to do this for every school day your child misses. If your child is absent for more than 4 days you may be required to provide proof of illness.