



# **The Orchard Primary School**

*Nurture Learn Grow*

## **Attendance and Punctuality information for all parents**

### School times

**Nursery: 8.45am - 11-45am and 12.45pm-3.45pm**

**Reception, Year 1 and Year 2: 9.00am - 3.30pm**

**Year 3, Year 4, Year 5 and Year 6: 8.55am - 3.30pm**

**The gates open at 8.45am and the children are able to go straight into class at this time.**

# Attendance and Punctuality at The Orchard Primary School

We believe that children cannot learn if they are absent from school. Therefore, we aim to ensure that all our children take full advantage of the educational opportunities available to them and to raise standards by promoting regular attendance and punctuality of pupils.

## **Every day at school is important**

By missing school your child will be missing out. Make the most of your child's education - bring her/him to school on time EVERY DAY.

## **Children are expected to attend school every day**

- Attendance below 96% is cause for concern and needs improvement
- Children with attendance below 90% are regarded as persistent absentees which could lead to a referral being made to the Local authority. This could lead to a fixed penalty warning or fine being issued

## **Acceptable Reasons for absence**

- Illness such as fever, vomiting etc
- Very heavy colds
- Childhood illnesses such as chicken pox

*Please phone the school absence line on your child's first day of illness giving as much detail as possible. You can also send a message using the absence email address:*

[absence@tops.hounslow.sch.uk](mailto:absence@tops.hounslow.sch.uk)

*Please note that 'sick' cannot be accepted as a reason and more details along with evidence may be required.*

**It is really important to let us know why your child is absent - 0208 570 6247 then Option 1.**

## **Absence Adjacent to a holiday**

If your child is absent for any reason either immediately before or after a school holiday you must provide evidence to support the absence.

*Where no evidence is provided the absence will remain unauthorised and could lead to a referral to the Local Authority.*

## **No Permission for Absence for a holiday**

Permission for absence for a holiday, for travelling or to visit relatives will not be given. Families who do take holidays in term time risk a fixed penalty warning or a fine from the Local Authority.

## Exceptional or special leave

In emergency exceptional or special circumstances parents or carers must make a request to the Headteacher for short periods of leave. Leave can only be authorised at the Headteacher's discretion.

In making the decision, the Headteacher will consider

- The child's current attendance
- Previous applications and absences

You may be asked to attend a meeting with the Headteacher or with the Attendance Officer.

Did you know....

## Getting your child to school really matters

If your child's attendance during the school year is...	Your child would have lost approximately...
95%	9 days
90%	19 days
85%	29 days
80%	38 days
75%	48 days
70%	57 days

## Helping your child to come to school on time

- Get everything ready for school in the evening
- Have the same early bedtime routine every night
- Get up early every morning
- Eat a good breakfast
- Allow plenty of travel and parking time (better still, walk to school)

Remember...  
Lost days are  
lost  
opportunities



## Be on time every day.

Good time keeping means making sure your child is at school and ready to learn before the school bell rings.

In one year..	Lost learning...
5 minutes late	3 days
10 minutes late	6.5 days
15 minutes late	10 days
20 minutes late	13 days
30 minutes late	19 days

**Did you know?  
Being 15 minutes  
late each day is  
the same as  
missing two  
weeks of school**



### Every minute in school counts

Being late means your child...

- Misses important social times with friends before the school day begins
- Misses early morning learning activities
- Misses vital information at the beginning of the first lesson making it harder to learn

### Early morning school routines

Arriving on time means your child...

- Is greeted personally by the classroom staff
- Can say hello to friends
- Has time to sort belongings (book bag, water bottles, coats etc...) ready for the day's learning
- Takes part in the early morning activities - reading, handwriting, number practice...
- Feels happy, relaxed and settled, ready to start learning

### Rewards for good attendance and punctuality

- Children with 100% attendance receive a certificate
- Children with the most improved attendance receive a certificate
- The class with the highest attendance each week has the attendance bear for the week.
- The class with the highest attendance each half term has a mufti day

