



Attendance and Punctuality Guidance for Parents and Carers

It is essential children have good attendance (96%+) to ensure they have the best possible opportunity to achieve their potential and build on positive social relationships.

Rewarding Good Attendance

- Children with 100% attendance for each half term will be rewarded with a certificate and have the opportunity to win a prize at the end of the academic year.
- Any class with 100% attendance in any week, will receive a non-uniform reward day and three class marbles.

Punctuality

It is important that children are on time each day; *being 10 minutes late each day means a total of 6 days learning are lost each year*

- Children go into school at **8:25am** and children need to arrive at school by this time. The gates close at 8:30am.
- Children arriving after 8:30am will need to enter the school via the office.
- Children arriving between 8:30 and 9:00am will be marked in as L (late whilst register is open)
- Children arriving after 9:00am will be marked as U (late after the register has closed and is classed as an unauthorised absence.)
- When a child is late 10 times in a half-term, parents/carers will need to have a meeting with the leadership team to put punctuality improvement contract.

Unplanned Absence

When children are unwell, it is essential you call the school (rather than email) on the first and each day of absence.

- If a child has been absent for three days, a home visit will take place.
- If the home visit is unsuccessful, a referral to London Borough of Hillingdon Children's Services will be made

Persistent Absence and National Threshold for Attendance Penalty Notice

If a child has attendance below 90%, they are classed as persistently absent.

- When your child's attendance falls below 90% you will get a letter.
- If there is no improvement in attendance in three weeks, a Attendance Contract Meeting will take place.
- If there is no improvement after this, the LB Hillingdon Attendance Support Team will be involved and can result in a fixed penalty notice of £160 and possible legal action.
- If a child has **10** unauthorised absence (5 days) in a rolling 10 week period, this triggers the National Threshold for Penalty Notice (£160).