



## 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 we have no contact from parent/carers within three days, a home visit will take place..
- If a child has not been in school for five days, with contact from a parent/carer a planned 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

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.