

Attendance and Punctuality Newsletter

Why school attendance and punctuality are important.

Attending to school regularly and arriving on time is important for your child's future as it will enable them to achieve to the best of their ability. As well as this, going to school helps to develop social skills, life skills, cultural awareness, and friendships.

Impact of absences

Missed number of days	Missed number of sessions	Missed number of weeks	Missed number of lessons
1	2	0	5
3	6	0.5	15
5	10	1	25
7.5	15	1.5	35
10	20	2	50
12.5	25	2.5	65
15	30	3	75
17.5	35	3.5	90

Impact of 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

Pupils arriving late miss valuable teaching and learning time and it can contribute to them becoming anxious.

Help and support

School staff are committed to working with parents to ensure any problems are dealt with straight away in order for pupils to feel happy and safe and achieve to the best of their ability. If parents have any concerns relating to attendance or lateness that they wish to discuss, please contact Mrs Lawley 01902 297910.

To support the school in our commitment to improve school attendance and punctuality, we have employed an independent Education Welfare Service – VIP Education who will provide advice and guidance to the school, parents, and pupils. If you wish to discuss any concerns, please contact the school office who will provide you with their contact number.

Reporting absence

Please contact the school office by 9am on the first morning of each absence. If no reason is provided the absence will be unauthorised on the attendance register.

Medical appointments

We expect parents to make medical and dental appointments for their children before or after school or during the school holidays whenever possible. If this is not possible, confirmation of the appointment will be required prior to authorising the absence. If no evidence is provided, the absence will be unauthorised.

Children are expected to attend school prior to the appointment and parents are expected to return their children to school following the appointment. If your child does not attend school before or after the appointment the absence will be unauthorised.

Holidays

Pupils have 13 weeks holiday each academic year. Family holidays should be avoided during term time.

Arriving on time

School starts at 8.30-8.40am and ends at YR-3.05pm, KS1-3.10pm, KS2 3.15pm
The morning register is taken at 8.35am. Registration closes at 8.40am. Pupils arriving to school after this time will receive an unauthorised absence on the attendance register.

Attendance policy

Further information on our school's attendance procedures can be found at <http://www.birches.staffs.sch.uk/wp-content/uploads/2024/09/Attendance-Policy-2024.pdf>