



Sir Alexander Fleming Primary School and Nursery

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Dear Parents /Carers

We are writing to the families of all the children at Sir Alexander Fleming School to re-emphasise the importance of high attendance at school and being on time. We acknowledge that most children have good attendance and arrive on time, however, there has been an increase in unauthorised absences and also lateness with an increasing number of children arriving after the gates have closed.

As the attached poster outlines, missing occasional days all adds up and has a detrimental impact on the children's learning. Where possible, children should attend school **every day**. Only on very rare occasions can their absence be authorised. We are aware that illness cannot be avoided but this still leaves anything above 95% as good.

The school gates open at 8.20 am to allow children transition time from home to school, to mix with their peers, catch up on the day's events and settle before school. This is an essential part of the school day. School starts at **8.30am every term time morning**. Children should be on their playground ready to enter their class at 8.30am so that they can enter the school calmly and be ready to start lessons promptly. If children arrive late, they are often unsettled and miss the beginning of lessons leading to confusion and further distraction throughout the lesson.

Being on time is a very important life skill that children need to learn whilst young in preparation for the working world. It is vital that each parent and carer ensures that their child arrives at school on time to prevent disruption to their child's learning and that of others.

As a school we celebrate the positives of good levels of attendance and punctuality. Children are recognised each term for high attendance and the highest attending class is celebrated weekly. There is also a weekly prize drawer where all children with 100% attendance are entered.

We are required to monitor and report to the local authority all children's attendance and punctuality. Regularly arriving half an hour after registration has closed, 9.15am onwards is classified as unauthorised absence. There are obviously rare occasions where it is unavoidable to be late. Please contact the school office on **01952 327820** if you know that your child will be arriving late. If you are experiencing difficulties with punctuality and would like to talk with school about possible strategies, please call on **01952 327820**

As mentioned earlier we acknowledge and thank the vast majority of parents and carers that work closely with their children to be on time and have good attendance leading to good learning. We would like all children to benefit from this and want to help in any we can.

Kind regards

Clare O'Donnell
Education Welfare Officer

“The World is run by those who turn up!”

<p align="center">Don't be late:</p> <p align="center">5 minutes a day = <u>3 days</u> of missed learning over the year!</p> <p align="center">15 minutes a day = <u>2 weeks</u> of missed learning a year!</p> <p align="center"><i>Lateness leads to children being greatly disadvantaged because they miss time with their friends. Even missing a few minutes on the playground before school means that the children miss the transition time from home to school and are often unsettled when entering the classroom.</i></p> <p align="center"><i>Children who arrive late also miss the start of the lesson, this means that they are often unsettled and confused about tasks. Their teacher will not always be able to re explain work.</i></p> <p align="center"><i>Punctuality is also a life skill that children need to develop whilst they are young.</i></p>					
<p align="center">A whole year has 365 days, a child's school year has 190 days. This leaves 175 days for family time, visits, holidays and appointments.</p>					
100% attendance =	95% attendance =	94% attendance =	90% attendance =	85% attendance =	80% attendance =
No absence	10 days absence	12 days absence	19 days absence	29 days absence	38 days absence
190 days of learning	180 days of learning	178 days of learning	171 days of learning	161 days of learning	152 days of learning
100%	95%	94%	90%	85%	80%
Very Good		Worrying	Serious Concern		
Best chance of success and gets your child off to the best start.		Less chance of success as it makes it harder for your child to progress.	Your child will find it very difficult to make progress. Ultimately this may lead to court action. A child who has an average of 80% attendance misses a whole 2 YEARS from school.		