



Attendance Newsletter

September 2018

Here at Green Park School we are continually trying to improve attendance and punctuality within the School to ensure that all our pupils are receiving the education they deserve and are entitled to. Please read the attendance procedures on this newsletter and please ensure that you follow them at all times. These are in place for the health and safety of YOUR child and to ensure they reach their full potential.

The school gates will close at 8.50am, after this time your child will need to enter through the school office and sign in.

We would like to bring your attention to a few facts which you may find interesting.

He/She is only missing just...	That equals.....	Which is....	And over 13 years of schooling that's.....
10 minutes per day	50 minutes per week	Nearly 1½ weeks per year	Nearly ½ a year
20 minutes per day	1 hour 40 mins per week	Over 2½ weeks per year	Nearly 1 year
30 minutes per day	½ a day per week	4 weeks per year	Nearly 1½ years
1 hour per day	1 day per week	8 weeks per year	Over 2½ years

100% Attendance = 0 days off = 0 weeks off
95% Attendance = 9 days off = 18 sessions
90% Attendance = 18 days off = 36 sessions
85% Attendance = 27 days off = 54 sessions
80% Attendance = 36 days off = 72 sessions
75% Attendance = 45 days off = 90 sessions

Quite shocking isn't it?

It has been proven that attendance directly affects attainment, so if your children are not here then they cannot learn.

IMPORTANT ATTENDANCE PROCEDURES



Please bring your child to school EVERY DAY unless your child is too ill to attend. If they are ill please take them to the doctors and bring a note into school if possible. A copy of the appointment slip will be fine.



Phone school EVERY morning that your child does not attend, before 9am, so that their attendance records are kept accurate and up to date. You can leave a message, send a text or inform us by parentmail. Please be clear about the reason, do not just say unwell or ill. We do not consider a cough, cold, headache or tummy ache to be an illness that prevents your child from attending school. This will usually improve with medicine if required and if they deteriorate during the school day we will contact you. Please only keep them at home if it is absolutely necessary.

IMPORTANT PUNCTUALITY PROCEDURES



The school day starts at 8.50am. If your child is late please ensure that you sign them in at Reception. These late procedures are in place so that every child is entered onto the register and can be accounted for in the event of an emergency.

If you are running late, please inform the school so we can book your child's lunch if they are having one.

Please note that if your child comes into school after 9.20am they will be given a late 'U' code on the register. This is unauthorised and will count as an absence on your child's attendance % figure. If your child receives 10 'U' codes within 100 sessions, a Penalty Notice can be issued and a fine payable.

All of these procedures are to ensure the Health and Safety of YOUR child, so please make sure that they are followed at all times. THANK YOU



Late Gate

Punctuality is an ongoing concern within School that we are trying to improve. The start of the day is very important for your child, this is the time when children are preparing themselves for the day ahead. Facts and figures show that children's wellbeing and attainment are significantly affected when they arrive late to School. Please make every effort to ensure that your children arrive on time.

Please remember, if you are experiencing any problems with getting your child to school let us know, we will try to help!

During Term 1 we will be holding regular late gates!

