

## Attendance at Springfield Primary School

| Our School Day |               |                 |
|----------------|---------------|-----------------|
| Doors Open     | School Starts | School finishes |
| 8.40am         | 8.50am        | 3.10pm          |

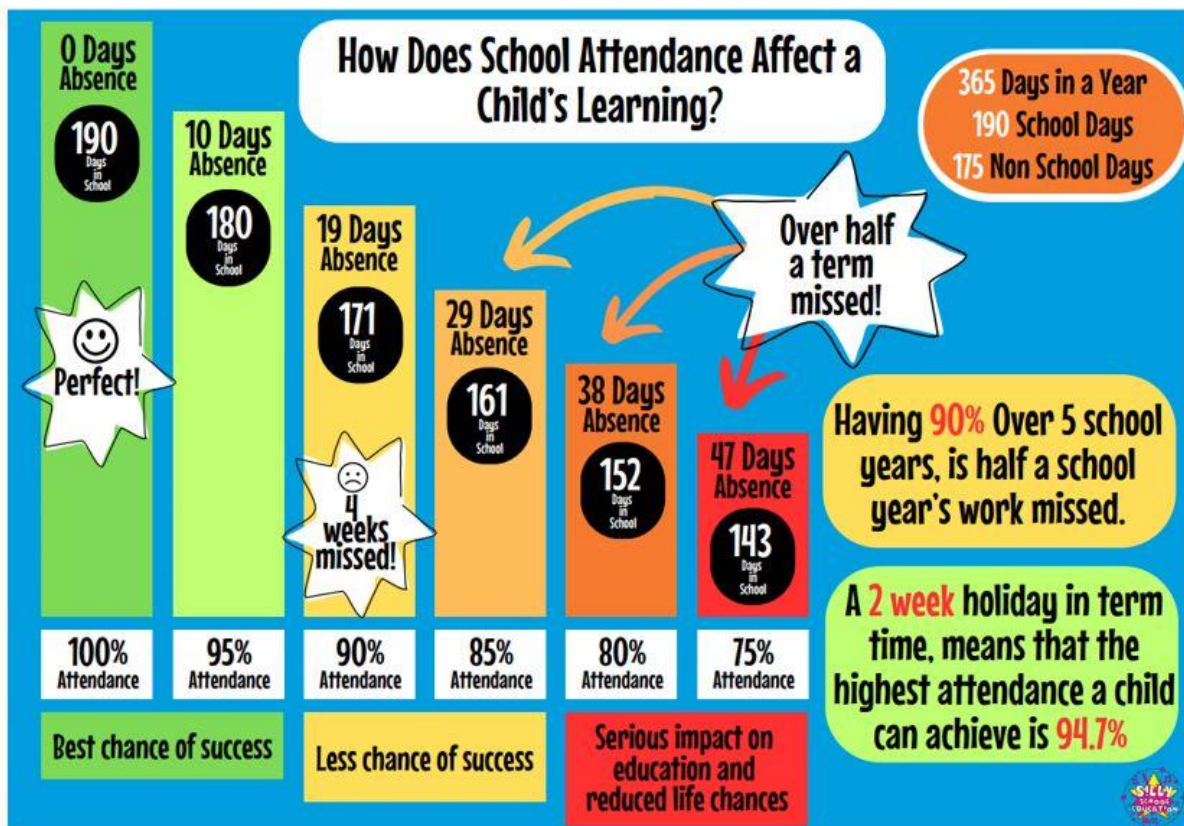
**Springfield Primary's expectation is for 100% attendance.**

We want children to be in school so that they are able to learn. 100% attendance is essential to guarantee the highest possible achievement for your child **and helps them learn the importance of not being late.** Lateness and attendance below 100% will have a negative impact on your child's learning.

It is your legal responsibility to enable your child to attend every day.

Please see our *attendance policy*

When a pupil's attendance falls below 90%, they are classified as a persistent absentee, as defined by the DfE. We are in constant contact with the Local Authority and the school attendance service. We monitor children's ongoing attendance and if concerns are identified, the Local Authority may be contacted and additional actions may be undertaken.



## **Punctuality**

Punctuality is crucial for effective learning and safeguarding. We expect all children to arrive on time every day. We have a Breakfast Club for a small charge that is available from 8.00am.

Lateness and non-attendance can hinder children's progress and disrupt the class. Being late can be distressing for your child and prevents them from settling into the school day with their peers.

The register opens at 8.50am. Arrival after this time will be marked on the register as 'L' for 'late'. If your child arrives after 9.00am then you must sign them in at the school office and give a reason for their lateness. Registers close at 9.20am and any arrival after this time may result in a 'U' mark on the register, indicating an unauthorised absence.

| Every second counts  |
|--|
| 5 minutes late each day means three whole days of education lost each year |
| Attendance affects learning  |
| Attendance affects future outcomes   |
| Attendance affects well-being and a sense of belonging                     |
| Punctuality and attendance are life skills                                 |

## **What to do when your child is ill**

To report your child's illness and absence, please contact the school office on **01245 461077** or email [office@springfield-pri.essex.sch.uk](mailto:office@springfield-pri.essex.sch.uk) by 9:00am on the first day. Remember to provide the reason for the absence. A call/email should be made every day until your child returns to school. In certain cases, a medical letter may be required.

Common illnesses like coughs, colds and sore throats are prevalent in schools especially during winter. While we encourage resilience in coping with minor illnesses, if we feel your child is not well enough to attend school, we will contact you to collect them.

If your child has a fever they should stay at home until they feel better. If they have diarrhea and/or vomiting, they should stay home for at least 48 hours after the last episode. See <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/> for further information.

As part of our Safeguarding duty, we may conduct home visits if you have not informed us of your child's absence.

If we determine that the reason for your child's absence is not authorised, we may mark the absence as unauthorised. Any recurring absence patterns such as Mondays, Fridays or birthdays will be closely examined and school may involve the local authority if necessary.

## **Unauthorised absence**

### **Holidays in term time**

- Taking holidays during term time is not permitted and will be considered an unauthorised absence.
- The school is closed for 13 weeks each year, providing ample opportunity for holidays. Any term-time holiday will be followed up by our attendance officer and the local authority and a fine may be issued.
- For any absence during term time, a **Leave Request form** must be completed and returned to the school office.