Believe, Excel, Strive, Together

Our vision is that the whole school community work as partners to enable all our children to realise their full potential.

Did you know…….

- Each year there are only 190 school days which means there are 175 days for shopping, birthday treats, non urgent medical appointments or dental checkups and family holidays
- If a child misses 8 days of school in a year they are out of school more then they are in school!
- If a child misses a day a week for their entire school life it is the equivalent of missing 2 years of school

Late Arrivals

5 minutes late = 3 days lost each year (12 lessons)
10 minutes late = 6.5 days lost each year (26 lessons)
15 minutes late = 10 days lost each year (40 lessons)
20 minutes late = 13 days lost each year (52 lessons)
30 minutes late—19 days lost each year (76 lessons)

Buckland Primary School, Berryscroft Road, Laleham, Staines. TW18 1NB
Telephone: 01784 455022

Buckland PRIMARY

SURREY COUNTY COUNCIL

A parents guide to good Attendance and Punctuality

Why is good attendance important?

Good attendance and punctuality are vital for success at school, and to establish positive life habits that are necessary for future success. Through regular attendance pupils can build friendships and develop social groups. They can also develop life skills and aim to achieve their full potential. It can also minimise the risk of engaging in anti-social behaviour and becoming victims or perpetrators of crime.

All parents should promote good attendance and work in partnership with their child's school to provide a cohesive approach.

Don't underestimate the importance of 100% attendance - even 1 day missed can have an effect on learning.

Attendance

At Buckland Primary School we aim to:

- ✓ Provide a caring an welcoming learning environment
- ✓ Provide an appropriate and engaging curriculum for pupils
- ✓ Praise and reward good attendance and punctuality
- ✓ Share attendance records across year groups, classes and at an individual level
- ✓ Raise parents and carers awareness of their legal responsibilities regarding attendance

School Life provides the vital foundations for a child's future life. Research shows that poor attendance adversely affects children's social development and academic achievement.

Examples of Authorised and Unauthorised Absence

It is the policy at Buckland Primary School that absences are only authorised in exceptional circumstances

Authorised

- ✓ Illness of pupil with evidence
- ✓ Unavoidable medical or dental appointment for the pupil
- ✓ Recognised religious observance

Unauthorised

- × Illness of a parent or carer
- × Shopping trips
- × Birthday treats or family events
- × Oversleeping due to a late night
- × Holidays in school term time

Government legislation, to which this school has agreed, states that each parent who takes their child out of school for five days or more during term time, without the authority of the headteacher, will be liable to receive a Fixed Penalty Notice. Penalty notices will be issued by the local authority at the request of Buckland Primary school. New statutory guidance came into place on 19th August 2024. Further information is available in our Attendance Policy or on our school website.

Punctuality

The start of the day

The school gate opens at **8.25am,** children are expected to be in their class-rooms by **8.40am.** The register is then taken at **8.45am.** Children arriving in school after 8.40am must enter school via the school office where they will be given a late card to hand to the class teacher. Children arriving after **9.10am** are marked absent for the whole morning—this is classed as an unauthorised absence.

As parents and carers it is your responsibility to ensure that your child attends school regularly and arrives on time every day.

When your child arrives on time:

- ➢ Registration takes place quickly and smoothly
- ➢ The day gets off to a good start for everyone
- ➢ Your child hears the important information needed to have a safe and successful day
- ➢ Your child will not be anxious about missing vital information

When your child arrives late:

- ➢ Late children can delay the morning's routine for all the children in the class
- ➢ The teacher has to repeat information and instructions whilst others have to wait
- ➢ An unsettled start can result in less progress being made by your child with the day's learning
- ➢ Your child will be marked late or absent. This will affect their overall attendance.

Information in school

Please ensure that the school office has up to date home and emergency contact information at all times. Should you change your phone number or email address please remember to inform us immediately Please call or email the School Office on 01784 455022 or info@bucklandprimary.surrey.sch.uk