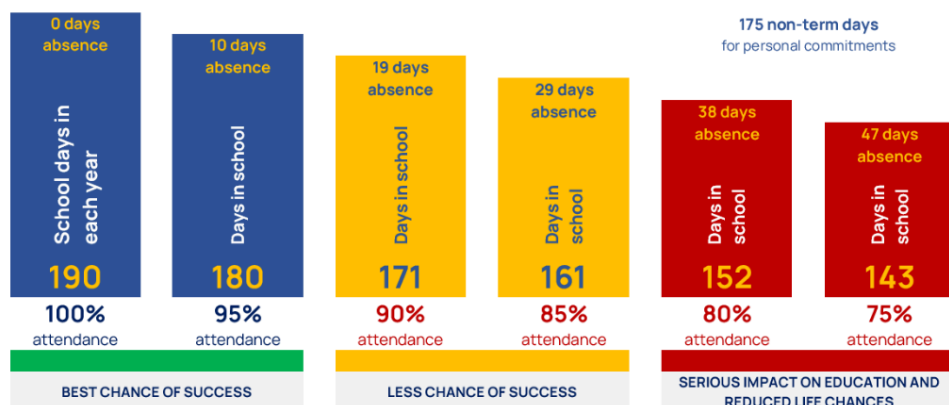


& Attendance & Punctuality



MEDICAL APPOINTMENTS

When possible book them outside of school hours.

ILLNESS

Unless it's serious, bring your child into school and we will keep an eye on them throughout the day.

FAMILY HOLIDAYS

You have 175 days a year when you're not in school. A one-week holiday in term time means that the highest attendance you can achieve is 97%.

95% attendance means 10 days absence and 50 lessons lost when there are 5 lessons a day. **90% attendance** can reduce your chances of good outcomes by half.



8:35

Gates open and children come in

8:45

School day begins

8:50

Gates close. Pupils are now late and must be signed in at the office by an adult with a valid reason given.



Average learning time per day: **5 HOURS.**

If you are 15 minutes late each day, you will have missed **2 FULL WEEKS** of school in one year.

REMINDERS ABOUT ABSENCE PROCEDURES

- Please inform the school office before 8:30am if your child will be absent from school
- You may be asked to supply medical evidence such as medication or appointment letters
- Please arrange appointments outside of school hours where possible
- If you have not contacted school, Mrs Sommerville will contact you to find out the reason for absence
- Mrs Sommerville will continue to contact you each day that your child is absent to check in and offer support where possible





Punctuality

**MOMENTS
MATTER,
ATTENDANCE
COUNTS.**

Great attendance matters because every second counts at Great Coates. Frequent lateness can negatively affect your child's mental health, learning ability, concentration and friendships. Children who frequently arrive late are at a significant disadvantage compared to those who arrive on time, every day.

Every Minute Counts

(figures below are calculated over a school year)

Minutes late per day	Number of days lost over a year
5 minutes	3 days
10 minutes	6.5 days
15 minutes	10 days
20 minutes	13 days
30 minutes	19 days



Lateness means missed learning!

Pupils are expected to arrive at school on time and ready to learn. They should be outside their class door, at the opening time.

A pupil who arrives late after the register has closed will be marked as late. If they arrive after 9:30am they will be marked as (U) which counts as an unauthorised absence.

At Great Coates Primary School, the school day starts at 8:50am. Your child should be on the school grounds and ready to begin their learning at this time. School gates open at 8:35am for pupils and parents to enter the school site. **Pupils arriving after this time will be marked late.** The school gates are locked at **8:50am**. This is to ensure the safety of our pupils, and the security of the school building. If you arrive after **8:50-9:00am** you will need to enter the school through the main gate (using the intercom) and sign in through the main reception.



Impact on performance

Absences from school cause gaps in children's knowledge and understanding. As children progress through school they build on their existing knowledge, however children who have gaps struggle to grasp next steps. As well as the negative impact this has on progress, this can also cause children to lack confidence and suffer from low self-esteem, stress and anxiety.

The Brick Wall Approach ?

Is your child's educational foundation solid, or are there missing bricks in their wall of knowledge?



At Great Coates Primary, we endeavour to support our families. If you need support with your child's attendance, please email gca.attendance@harbourlearningtrust.com You can also phone school directly on 01472 808608 option 1 to speak directly to Mrs Sommerville, our attendance officer.



With the introduction of the new National Framework for Penalty Notices, the following changes came into effect for Penalty Notice Fines issued after the 19th August 2024.

Penalty Notices are issued to change behaviour and reduce the number of school days lost during term time for the purpose of a holiday. The pathway below outlines the decision-making process regarding the action that will be taken when a penalty notice referral is given. However, please be aware that action will be considered on a case-by-case basis and may not follow this path.



First offence

The first time a Penalty Notice is issued for term time leave or low attendance the amount will be **£160 per parent per child paid within 28 days**.
Reduced to **£80 per parent per child if paid within 21 days**.

Third offence (and any further offences within rolling 3 years)

The third time an offence is committed for term time leave or low attendance, a Penalty Notice will not be issued and the case will be presented straight to the Magistrates' Court. Fines of **up to £2500 per parent per child** can be issued.

Note: Cases found guilty in Magistrates Court can show up on parents future DBS certificates as a *'failure to safeguard a child's education'*.

Second offence (within a rolling 3-year period)

The second time a Penalty Notice is issued for term time leave or low attendance, the amount will be **£160 per parent per child to be paid within 28 days**.

5 consecutive days of term time leave

Penalty Notice Fines will be issued for term time leave of **5 or more consecutive days**.

The LA can issue fines for less than 5 days, under certain circumstances.

10 sessions of unauthorised in a 10-week period

Penalty Notice Fines will be considered when there have been 10 sessions of unauthorised absence in a 10-week period. This can go over school holidays.



Our Expectations

- We expect ALL children will achieve a minimum of 97% attendance
- Every stage of a child's education is of equal importance
- Regular attendance at school is a legal requirement and it is vital if your child is to benefit fully from their education
- Any absence can disrupt your child's education, whether through illness or holidays in term time
- It is very easy to fall behind with work, but very difficult to catch up
- Having a full education will give your child the best possible start in life
- Two weeks absence means that your child loses 60 hours of learning which they can never get back. Your child could miss a whole topic which will not be revisited.
- Friendships suffer, during absence, social groups can change, your child may not fit back into the same friendship group on his/her return.

Our Attendance Figures

(3rd September 2024 to 18th July 2025)



Nursery: 92.44%

Reception: 95.84%

Year 1: 94.21%

Year 2: 95.96%

Year 3: 96.51%

Year 4: 94.18%

Year 5: 96.9%

Year 6: 95.11%



Our overall attendance: **95.4%**



Attendance Policy

Please use this link or QR code to view our attendance policy:
<https://gca.harbourlearningtrust.co.uk/key-information/other-policies/>

