



# Parents' Guide to Attendance

Good attendance and punctuality plays an important role in your child's education, from Foundation 1, through Primary, into Secondary and beyond.

Brinsworth Whitehill Primary School work to Government standards and expect all children to achieve an overall attendance figure of 96% for the whole academic year.

Good attendance doesn't just involve being present in school, it also involves punctuality. You also have a responsibility to ensure that your child arrives to school on time, and stays in school during the day.

## How can you help?

- Encourage and promote good attendance and punctuality.
- Make a judgement as to whether you feel your child is genuinely ill and remains at home or is OK to attend school.
- Celebrate your child's attendance regularly.
- Show an interest in your child's school work, reinforcing the exciting opportunities they will encounter.

**Don't underestimate the importance of 100% attendance.  
Even one day missed can have an effect on learning:**

**98% attendance = 4 school days missed**

**95% attendance = 10 school days missed (2 weeks)**

**90% attendance = approximately 20 school days missed (4 weeks)**

**85% attendance = approximately 30 school days missed (6 weeks)**

**80% attendance = approximately 38 school days missed (8 weeks)**

**Five minutes late each day = 3 school days missed each year**



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## Frequently Asked Questions

**How is my child's attendance calculated?**

Attendance is recorded twice a day, in a morning and afternoon. This means a full day not at school equals two absence marks. Attendance is affected by any absence from school regardless of the reason why.

**My child has a medical appointment. What do I do?**

Try and avoid booking appointments during school time. If the appointment can only be taken during school time, try to keep your child in school before and after their appointment so they receive their attendance mark.

**What do I do if my child is unwell?**

Ring or email the school office as soon as possible. Please state your child's name, class and the specific reason for their absence. You must inform school every day of your child's illness. If school do not receive a message, you will be contacted for safeguarding reasons.

**What do I do if we go on a family holiday?**

A holiday form must be completed and returned to the school office; however, no holidays will be authorised. If your child's attendance falls below 95.3% you will receive a Fixed Penalty Notice (FPN) of £60 per parent per child.

### Important contact details

**School phone number—01709 828242**

**Email: [absence@brinsworthwhitehill.org](mailto:absence@brinsworthwhitehill.org)**