



Dear Parents

Yeading Infant school is continuing to focus on attendance and punctuality and we are writing to remind you that we expect children's attendance to be at 98% or above this is in line with government and Hillingdon expectations too.

Currently we remain a little below this and need your continuing support to ensure we hit this extremely important mark.

THANK YOU SO MUCH to those families who have been working hard to ensure children's punctuality and attendance is high. THANK YOU for getting these important habits established early on in your child's life as it will make a difference in the future.

We really do appreciate that you come rain or shine and with young families to get to school on time so that children can begin learning on time and so that other children's learning isn't affected by late comers.

There is a link between attendance and achievement and therefore it is very important that your child attends school every day.

Why is good attendance and punctuality important?

Education lays the vital foundations of a child's life. Regular and punctual attendance at school is key to both academic and social development, which in turn will improve the life chances of children and young people.

What does 90% attendance mean?

- **90% attendance** = ½ school day missed every week!
- **One school year at 90%** = 4 weeks of learning missed!
- **Over 5 school years** = ½ school year missed!
- All children nationally whose attendance is **90%** or below are considered to be persistent absentees.

Punctuality matters too!

Missed minutes = missed learning = missed opportunities

As a school, we are aware lateness can severely affect achievement.

We monitor punctuality closely and have strategies in place to address lateness.

Awareness of the impact of lateness is raised with pupil, staff and parents.

Registration begins at 8.50am and all pupils are expected to be in their classroom at this time. Pupils arriving after this time will be marked as present but arriving late (L).

On arrival after the close of register, pupils must sign in the late book through the office to ensure we can be responsible for their health and safety whilst they are in school.





Family Holidays and term time leave

Parents should ensure that family holidays and any term time leave are arranged outside the school term time.

Parents should not remove their child from school during term time without having first requested a leave of absence in writing from the Head teacher.

If permission is not granted, but the child is still absent, this is classed as unauthorised and parents/carers will be issued with a penalty notice by the Local authority.

Please be advised that Penalty Notices are only issued on the first occasion. Any further unauthorised leave will result in a Summons to Uxbridge Magistrates Court for each parent.

Well done and thank you to everyone who has helped reduce our absences and cooperation with procedures required by the DFE. A reminder about these is outlined below.

- If your child is unwell please call the absent line by 9.30am on the day that they are absent.
- On your child's return to school please bring a note to the office explaining why your child was absent. If your child is absent directly before or after a holiday you will need to bring medical proof to support the absence.
- Please avoid making dental/medical appointments for your child during the school day: if an appointment is absolutely necessary please show your appointment card (preferably in advance) to the office as evidence for this absence.
- **Holidays during term time will NOT be authorised**
- **Any unauthorised absence may result in a penalty notice of £60.00 per parent per child from The London Borough of Hillingdon Education services.**
- **If your child's attendance falls below 92% the school will invite you to a meeting to discuss this.**

The school day begins at 8.50am and doors close at 8.55'

Rewards for good Attendance

Attendance figures are provided to the class teachers and pupils on a weekly basis. An assembly is used to share the figures with pupils and award the class with the best overall attendance for the week. That class then has a non-uniform day at the end of the following week.

The end of each term certificates are awarded to pupils with 98% attendance and above.

Towards the end of the school year (end of summer term) all those pupils with 100% attendance receive a voucher, or may be invited to attend a trip.

