



Wheatley Hill Primary School – Attendance Guidelines

Attendance Awards

We are continually trying to both encourage and reward good attendance in school as we have so many children whose attendance is superb. At the end of each half term, we hold a special assembly where we celebrate 100% and almost 100% attendance. At the end of every term, we will also be awarding a £5 voucher to one child from each class who has 100% attendance for the whole term. Any child in each class will have their name put into a hat and one lucky child's name will be drawn out and awarded the £5 voucher. We will also continue to celebrate and reward weekly good class attendance and punctuality in our celebration assembly.

Absentees

Our school monitors children whose attendance drops to 95% or under. It is really important that you are aware of your child's attendance as only a few days off school can make a big difference to the overall percentage. The table below shows how important regular attendance is for your child's education.

Table of attendance figures			
Percentage	Days Absence	Comment	Achievement
Above 97%	Less than 6 days absence per year	Excellent Attendance	These children will almost certainly achieve their full potential in school
95-96%	10 days absence per year	Missing 2 weeks of school every year	These children are likely to achieve but could still improve their attendance!
90% - 94%	19 days absence per year	Missing one month of school every year	These children will find it hard to achieve their best in school
85% - 89%	29 days absence per year	Missing six weeks of school every year	These children will find it very difficult to keep up with work in school and are unlikely to achieve their potential
80% - 84%	38 days absence per year	Missing a year of school over the time spent in primary education	These children will find it almost impossible to keep up with their work.

Punctuality

We still have children who are regularly arriving to school late. There are occasions when last minute emergencies occur making you late which is unavoidable but when children arrive late nearly every day, it can be very demoralising and embarrassing for them. We only wish parents could see how the children try to "sneak" quietly into the classroom so they can't be noticed. Further action will be taken for parents who continually bring their children late to school as it is just so unfair on the children.

5 minutes late every morning = nearly **half an hour** of lessons missed **every week**.

10 minutes late every morning = nearly **one hour** of lessons missed **every week**.

5 minutes late every morning = nearly **6 hours** of lessons missed **every term**.

5 minutes late every morning = nearly **12 hours** of lessons missed **every term**.

5 minutes late every morning = nearly **1 week** of lessons missed **every year**.

5 minutes late every morning = nearly **2 weeks** of lessons missed **every year**.



