



# Glebe Primary School

Head Teacher: Mrs M Penney MA, BA (Hons), PGCE

Sussex Road, Ickenham, Uxbridge, Middlesex, UB10 8PH

Tel: 01895 462385

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15<sup>th</sup> September 2022

Dear parents/carers

## Attendance and Punctuality

When I met with the children last week at the start of the school year I spoke to them about 'starting as we mean to go on' and what that means in school. The children responded well and knew that it meant working hard from the beginning and maintaining this throughout the year.

This is the same with attendance and punctuality. In order to provide all our pupils a future that is filled with choice and opportunity we need to ensure they are in school regularly and punctually from now. There is a clear link between attendance at school and academic achievement. Statistically, those with higher than 96% attendance achieve higher levels of attainment in the primary phase and secondary phase of education through to GCSE, A levels and beyond.

We therefore put attendance and punctuality high on our list of priorities for children and families and have set our target for attendance at **96%**. It is essential that children come to school every day and on time so they can make the best possible progress in their learning.

The reason I am raising this now is that our school's average attendance for the last academic year was **94.4%** and I have been inundated since the start of the new school year with requests for term time holiday.

The statistics of absence are staggering:

%	Days absent over a school year
85	29 days off
86	27 days off
87	25 days off
88	23 days off
89	21 days off
90	19 days off
91	17 days off
92	15 days off
93	13 days off
94	11 days off
95	9 days off
96	7 days off
97	5 days off
98	4 days off
99	2 days off
100	0 days off

Attendance during one school year	Equals days absent	Which is about x weeks' absence	Which means this is the number of lessons missed
95%	9	2	48
90%	19	4	96
85%	29	6	144
80%	38	8	192
75%	48	10	240
70%	57	11.5	276

We are reinstating regular rewards for attendance, for example we have arranged for the class with the highest attendance for the last school year to go the cinema. In addition to this there will be rewards to classes with the highest weekly attendance and class attendance will be listed on the weekly parent newsletter.





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Individuals with 100% attendance per term will receive a certificate and those with 100% throughout the entire school year will receive a badge in the last assembly of the year.

We hope by raising the profile of attendance, we will raise it to 96% for the school year 2022-23.

## Punctuality

We believe in consistent and good punctuality and ask parents and carers to make every effort to get their children to school on time each day.

With regard to punctuality, we will also clarify for parents whose children are persistently late how many hours of learning they are missing when we write to them.

The impact of children arriving late is not just an educational issue, although arriving late to a lesson will mean they begin the lesson with a significant disadvantage, it also has a significant on the child's mental health and wellbeing; the children are often embarrassed, even distressed and this means they take more time to settle, resulting in even more learning time lost.

## Absence due to illness

If your child is unwell and cannot attend school, please call the school office and select the absence line before 8.30am to give a reason for absence. Failure to inform the school about your child's absence will result in an unauthorised absence mark in the register and this may be followed up with the London Borough of Hillingdon's Participation Team.

## Medical Appointments

We do appreciate that children may have to attend medical appointments but we ask that you try to book any routine appointments outside school hours. We have noticed a significant rise in the number of children who have medical appointments on a Friday afternoon. We will ask for evidence of the appointment when authorising the absence and it will not be authorised without proof.

## Holidays in Term Time

During Covid, Glebe's attendance was well above national averages and unlike the majority of other schools in the country, our attendance figures were actually higher most months during the pandemic when compared to pre-Covid figures. This is primarily due to the fact that families were unable to take term time holidays. There are thirteen weeks of school holiday a year and family holidays should be taken during these times. I appreciate that prices go up during holiday periods, and in the current cost of living crisis this does not help our cause. However, everyone is in the same predicament and unless you can evidence that there are exceptional circumstances, such as an emergency family issue or parental ill health, then your holiday will not be authorised. If you go ahead with your holiday, you will be referred to the London Borough of Hillingdon's Participation Team and risk the likelihood of attracting a fine.





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I thank you in anticipation of your understanding and support as we look to increase punctuality and attendance at Glebe.

Yours sincerely

*M. Penney*

Melanie Penney  
Head Teacher

