

# HIGHFIELDS Primary School



## *Attendance Information 2024-25*

Helping your child to  
*'Achieve Beyond The Expected'*



# Highfields Primary School

Attendance Information for Parents/Carers

## ATTENDANCE

Regular attendance at school promotes well-being. It gives children the best chance of learning and reaching their potential.

Pupils should attend school every day the school is open, unless the reason for the absence is unavoidable.

Good attendance and punctuality are important because children:

- Get on better with learning and other children.
- Cope better with school routines, work and friendships.
- Find learning easier because they do not miss out.
- Are more successful moving between primary school, secondary school, higher education and employment or training.
- Are known to be safe and well.

Research shows a direct link between high attendance and doing well at school.

All children have a right to an education. Missing school or being frequently late for school means children miss out on vital lessons and learning time.

The table below shows how having days off impacts on attendance:

Attendance during one school year absent	Equals days	Which is approximately weeks absent	Which means this number of lessons missed
100%	0	0	0
95%	9 Days	2 Weeks	40 Lessons
90%	19 Days	4 Weeks	80 Lessons
85%	29 Days	6 Weeks	120 Lessons
80%	38 Days	8 Weeks	160 Lessons
75%	48 Days	10 Weeks	200 Lessons
70%	57 Days	11.5 Weeks	230 Lessons
65%	67 Days	13.5 Weeks	270 Lessons



# Highfields Primary School

Attendance Information for Parents/Carers

## BEING ON TIME

Arriving at school on time is as important as attendance.

The school gates open at **08:20am** and close at **08:30am**.

Children should be in school by this time as registers are taken between 8:20am - 08:30am.

Children who are late miss out on the important initial learning activities of the day. Children who are regularly late, fall behind in their learning. Their day is disrupted, as is the learning of the rest of the class, whose attention is disrupted by the arrival of latecomers.

**If you are 10 minutes late every day, your child will lose almost 7 days of learning a year!**

## PARENT/ CARER RESPONSIBILITIES

Contact us on 0116 253 1381 on the first day of an absence to leave a message about an absence, or

email us at **office@highfields-pri.leicester.sch.uk**.

You can make an appointment to see Miss Bholat if you have any questions about attendance or if you want to discuss a planned absence from school (eg. holiday).

## SCHOOL'S RESPONSIBILITIES

- We will contact parents on the first day of an absence if we have not been contacted by you first.
- We will write to you if we have any concerns over attendance, punctuality or not knowing where your child is.
- We ask for evidence of absences, especially where attendance is low.

If you have any issues that may be impacting on your child's attendance, we will do our best to support you and find a solution to the problem. The Educational Welfare Officer (EWO) will be involved with persistent lateness and absentees.



# Highfields Primary School

Attendance Information for Parents/Carers

## 10 tips for parents to help ensure their child attends school regularly:

1. Help your child to get their book bag ready the night before school.
2. Make sure their uniform is ready for the following day.
3. Make sure your child goes to bed at a reasonable time.
4. Set the alarm clock early enough to allow plenty of time to get ready.
5. Make sure your child has some breakfast.
6. Leave for school with plenty of time to spare so your child is not late, remember **gates shut at 8:30am**.
7. Check to make sure they have everything they need - book bag, water bottle etc.
8. If your child is having any problems with their work, speak to their class teacher at the end of the day.
9. Talk to your child about what they do at school each day.
10. If your child is unhappy at school, contact the school straight away.

**Any concerns or questions,  
please contact us on  
0116 253 1382**