



11 November 2022

Dear Parents and Carers

Attendance at GHPS

For a school to be considered to have good attendance we must have an attendance level of at least 97%.

Our current school attendance is 94.2%.

We know that for our children to succeed they need to have high attendance rates. Many pupils in our school have attendance rates of 99-100%.

If your child is too unwell for school, **please remember you MUST inform the school of their absence by 8:45am** on the morning of their absence otherwise they will be recorded as missing, forcing the office to chase you. This could delay our response to a genuinely missing pupil!

This week we will be sending information letters to parents to highlight your child's attendance percentage if it has fallen below 95%.

If you do not receive a letter, then your child's attendance is above 95%.

Letter 1a	Sent to parents whose children have attendance below 95%
Letter 1b	Sent to parents whose children have attendance below 90%
Letter 1c	Sent to parents whose children have attendance below 85%

Every single day a child is absent from school equates to a day of lost learning.

The table below shows the amount of lost learning a child may have by missing school.

100% attendance	Zero days missed
99% attendance	Two days of absence across the year
97% attendance	Five days of absence across the year
95% attendance	Nine days of absence across the year: one week and four days of learning missed.
90% attendance	Nineteen days of absence across the year; three weeks and four days of learning missed
85% attendance	Twenty-eight days of absence across the year: five weeks and three days of learning missed.
80% attendance	Thirty-eight days of absence across the year: seven weeks and 3 days of learning missed.
75% attendance	Forty-six days of absence across the year: nine weeks and one day of learning missed.

Punctuality

Arriving at school on time and ready to learn is the best start to the day for our children. Even being 5 minutes late per day can add up to 3.4 school days missed.

Minutes Late Per Day	How Many School Days/Weeks Missed In 1 Year
5 minutes late	3.4 school days missed a year
10 minutes late	1.4 school weeks missed a year
15 minutes late	2.6 school weeks missed a year
20 minutes late	2.8 school weeks missed a year
30 minutes late	4 school weeks missed a year

Absences

Holidays during term time are not authorised and any holiday taken during term time will be recorded as an unauthorised absence. Any child absent from school due to a holiday will miss out on important learning and will fall behind with their schoolwork. There are 190 statutory school days and the Department for Education expects all holidays to be arranged outside term time.

Please support us by making doctor, dentist and medical appointments outside of school hours when possible and ensure your child arrives at school on time.

A reminder: If your child is too unwell for school, please remember you **MUST** inform the school of their absence by 8:45am on the morning of their absence otherwise they will be recorded as missing, forcing the office to chase you. This could delay our response to a genuinely missing pupil.

Please email the school office at ghpsoffice@maidenerleghtrust.org or call 01344 424911, using option 1 to leave a message explaining the reason for your child's absence.

Thank you for your support in maximising attendance in order to give our pupils the very best chances to continue to succeed.

Yours sincerely

Great Hollands Primary School