



Growing, Learning and Achieving Together

# ATTENDANCE and PUNCTUALITY at Foxdell Primary School



**Attendance  
Matters**

Every student. Every day.



# ATTENDANCE MATTERS

At Foxdell Primary School we believe that high levels of attendance and a punctual start to the school day are essential for all children.

Good attendance is linked very closely to high levels of achievement and attainment both during school years and later in life.

**Our whole school attendance target is  
96%**

We are open for 190 days in a school year which equates to 380 sessions including the morning and afternoon registration.



# OUR SCHOOL DAY

**Our gates open at 8:40am and the  
class doors open at 8:45am**

**Children should be at school from 8:45am for a soft  
start to the school day**

## **School starts at 9:00am**

All children should be in their class ready for registration

- If your child arrives after 9:00am, they will be marked as late before registration.
- If your child arrives after 9:20am, this will be marked as an unauthorised absence.

## **The afternoon session starts at:**

- 12:45pm for Reception, Year 3 and Year 4
- 1:00pm for Year 1, Year 2, Year 5 and Year 6

## **School finishes at:**

- 3:15pm for children in Reception, Year 1 and Year 2
- 3:30pm for children in Year 3, 4, 5 and 6



# PARENTAL RESPONSIBILITY

- Ensure their children attend school regularly and are punctual
- Notify the school office by 9.30am if their child is absent and state the reason for their absence. When a phone call is received or made the message will be logged on the register.

**Please note, failure to notify school is a safeguarding issue.  
This means that the school has a legal responsibility to try  
and contact you/ carry out a welfare check to establish your  
child is safe.**

- Provide school with medical evidence if their child's absence continues for more than one week
- Ensure that any routine medical/dental appointments are made out of school time where possible, or provide evidence that this was unavoidable. The school will not authorise a medical/dental appointment in school time without an appropriate appointment card or doctor's note. Generally, only 2 hours will be adequate and a child should attend before and after any appointments.
- Inform the school of any changes to their contact details
- Drop and collect their children on time

**Failure to provide the school with a  
reason for the absence, will result in  
an unauthorised absence mark.  
Unauthorised absences will be  
followed up by the school.**

**EVERY  
SCHOOL DAY  
COUNTS**

# Leave During Term-Time

School days are precious; children only attend school 190 out of 365 days.

There are 175 days a year which parents can use for any activities other than school.

The law does not give any entitlement to parents to take their holiday during term time.

Absence will not be authorised during term time except in exceptional circumstances. It is very important that all parents and carers understand that children with unauthorised absences, including holidays, and unexplained absences are at risk of receiving Fixed Penalty Fines per parent, per child from Luton Borough Council. Your child could also be at risk of losing their place at our school.

From August 2024, the new national framework for attendance will come into force. Under the new framework, all schools will be required to consider a fine when a child has missed 10 or more sessions (5 days) for unauthorised reasons.

- The fine for absence will be **£80 per parent, per child if paid within 21 days** , or **£160 per parent, per child if paid within 28 days** .
- Fines will be capped to two fines within any 3 year period (the second fine will be £160 per parent per child with no reduction for early payment) and once this limit has been reached, further action may be considered such as a parenting order or prosecution.
- Prosecution could result in a fine of up to £2,500.

If you have to take leave during term time, please speak to the office team to complete a Term Time Leave request form. This **MUST** be completed before your leave begins.

It is NOT ok to take your child out of school for:

- Birthdays – your child should still attend, even if it is their Birthday.  
Shopping/Family Days Out – or any other activity for which there is no serious reason for your child to stay away from school



# Illness and Medical Appointments

Whilst it is understandable that children do become ill, it is essential that absence due to illness is kept to a minimum.

Lots of children come to school everyday with coughs and colds. If they feel worse during the school day, our classroom staff and Welfare Team will monitor them and send them home if necessary.

Children can only stay at home if:

- they have vomited or had diarrhoea within the last 48 hours
- they have a contagious illness such as chicken pox

The NHS has also published guidance; Is my child too ill to go to school and can be found at [www.nhs.uk/live-well/is-my-child-too-ill-for-school](http://www.nhs.uk/live-well/is-my-child-too-ill-for-school)

Routine medical and dentist appointments should be arranged for after school or during holidays. We understand that some appointments, such as hospital consultations are not always possible to arrange outside of school hours. However if your appointment time allows your child to come to school for registration and then leave later, this will have a positive impact on their attendance figure.

**Any absence MUST be reported to the school by 9:30am**

## ABSENCE = LOST OPPORTUNITY



### Did You Know... ?

If Your Child's Attendance During the School Year...

Your Child Would Have Lost Approximately...

or They Would Have Missed Approximately...

was 95%	9 Days from School	50 Lessons
was 90%	19 Days from School	100 Lessons
was 85%	29 Days from School	150 Lessons
was 80%	38 Days from School	200 Lessons
was 75%	48 Days from School	250 Lessons

**Getting Your Child to School Really Matters**

# PUNCTUALITY MATTERS

The table below shows some of the impact of missed school whether through days off or being late to school. Being late for school has a far bigger impact than you may realise. For example, arriving 10 minutes late every day is the equivalent of missing 32.5 hours or 6.5 days in a school year.

MINUTES LATE EACH DAY	NUMBER OF SCHOOL DAYS/WEEKS MISSED IN A YEAR
If you are late by the number of minutes below each and every day...	... this is how much learning time you will have missed, by the end of the year.
5 minutes	3 school days
10 minutes	6.5 days
15 minutes	10 days
20 minutes	13 days
30 minutes	19 days

## When a child is late, they:

- miss the start of the school day or the start of the lesson
- find it more difficult to settle
- miss important information
- may feel embarrassed or awkward

Being on time is the best quality to manage things in a well planned manner. It makes us more disciplined and helps to learn the importance of time..



# Attendance Rewards



## Reception

- ★ Reception children do not attend the whole site Celebration Assembly until the Summer term. During Autumn 2 and Spring terms, all children in Reception with 100% attendance for the week win a prize from the lucky dip and the class with the best attendance gets to keep the Attendance Koala for the week.

## KS1 and KS2

- ★ Each week the top 3 classes (KS1 and KS2 awarded separately) with the highest attendance are announced in the Celebration Assembly and the classes in first place receive a star on the attendance display, a certificate to display in their class and the attendance trophy.
- ★ Any class that reaches 100% for the week is also rewarded with a non-uniform day the following Friday and receives a gold star on the attendance board.
- ★ At the end of each term, the class with the best attendance in each key stage wins a prize. This will be one of the following:
  - ★ Movie and popcorn
  - ★ Teddy's Picnic
  - ★ £5 voucher
  - ★ Bouncy Castle

This encourages the children to work as a team towards good attendance.

- ★ At the end of each half term, any children with 100% attendance are rewarded with a certificate and a prize.
- ★ At the end of each term, all children with 100% attendance are entered into a raffle and win a prize. Raffle prizes are awarded to three pupils (one from each phase- Ks1, LKS2, UKS2)
- ★ All class attendance from the previous week and the current week are listed in the fortnightly newsletter.
- ★ For those children who require support on an individual basis, a bespoke reward system is in place.
- ★ At the end of the year, every child who has achieved 100% attendance is awarded a 100% medal and a trip to the Orbital.

**MOMENTS  
MATTER,  
ATTENDANCE  
COUNTS.**



For more information about attendance, please read our Attendance Policy which can be found in the Attendance section of our website.

If you would like to discuss your child's attendance then please request to speak to our Attendance Officer.