



Swain House Primary School
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Dear Parent/Guardian

At Swain House Primary School we believe that good attendance and punctuality are key to your child making good progress at school. Our aim is that all children have attendance at 95% or above. The information below shows how attendance can affect your child's future progression.

Above 96%: Less than 8 days absence a year (0 to 44 hours of learning lost)

Excellent attendance! These pupils will almost certainly get the best grades they can, leading to better prospects for the future. Pupils will also get into a habit of attending school which will help in the future.

95% - 95.9%: Less than 10 days absence a year (0 to 55 hours of learning lost)

These pupils are likely to achieve good grades and form a habit of attending school regularly, but are less likely to do as well as a child with attendance above 96%. Pupils who take a 2 week holiday every year can only achieve 95% attendance.

94.9% and lower to 90%: 10 to 19 days absence a year (55 to 105 hours of learning lost)

Pupils with attendance below 95% have attendance below the national average and they are at risk of missing key lessons in a sequence of lessons and may find it hard to keep up with their work. They may find this level of attendance, particularly if it is erratic, adversely affects their friendship groups as pupils play with other children when they are absent.

90% and lower: 19 or more days absence a year (at least 105 hours of learning lost)

The Government identifies pupils with attendance below 90% as "Persistent Absentees", and it will be almost impossible to keep up with work. Parents of pupils in this group could also face the possibility of legal action being taken by the Local Authority.

If your child is absent due to illness, school will ask for supporting documents. Some examples of evidence that could be used are: Prescriptions, Appointment Cards, Doctor's Notes, etc. Please ensure any routine appointments are made out of school hours. If this evidence is not supplied when your child returns after an illness or medical absence, your child's absence will be recorded as "unauthorised".

Please could I remind you of the importance of getting your child to school on time. The doors open at **8.30am and close promptly at 8.40am**; if you arrive after this time until 9am, your child will be classed as late. Any child that arrives after 9am will receive an unauthorised absence mark and this will affect their attendance percentage. High levels of unauthorised absences or poor punctuality will result in a referral to Bradford Education Safeguarding Attendance Team.

Children who arrive at school late are greatly disadvantaged because they miss starting the day with their peers and the beginning of lessons. This means that they are often unsettled and confused about tasks. It is essential that you ensure that your child arrives at school on time to prevent disruption to your child's own learning and that of others. It is also very important that children establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that they need to develop whilst they are young.

Please remember that we also run a Breakfast Club which is available to children from Nursery to Year 6 from 7.30am.

Currently we are part of the Government 'Breakfast Club Early Adopter Scheme' which entitles all families for free breakfast club from 8am.

If you are experiencing difficulties with attendance and/or punctuality and would like to talk to us about it, please contact the Pastoral Team on 01274 639049.

Yours sincerely

Mrs Clare Pugh
Headteacher