

**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 – unless attending breakfast club.
6. Leave for school with plenty of time to spare so your child is not late.
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.
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.

**If you have any concerns, please contact us on 0116 262 5280**



**Uplands  
Infant & Nursery  
School**

**ATTENDANCE INFORMATION**

Together we can  
improve attendance

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## 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 (%)	Days missed	Weeks missed	Lessons missed
100%	0	0	0
95%	9 ½	2 (approx.)	40
90%	19	4 (approx.)	80
85%	28 ½	6 (approx.)	120
80%	38	8 (approx.)	160
75%	47 ½	9 ½ (approx.)	200
70%	57	11 ½ (approx.)	230

## Being on time

Arriving at school on time is as important as attendance. The classroom doors open at **08:35am** and the school gates close at **08:45am**. Children should be in school by this time as registers are taken at 08:45am. If you arrive after 8:45am your child will be registered as late.

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, you will lose almost 7 days of learning a year!**

### Parent/Carer responsibilities

Contact us on **0116 2625280 (option 1)** to leave a message about an absence. Make an appointment to see Mrs Shaikh 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 and punctuality.
- 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 will be involved with persistent absentees.**