

## THE SCHOOL DAY

Gates Open	08:30
Bell Rings	08:50
Gates Close	08:55
Class Registration	08:55
Registration Closes	09:10
Lunch Breaks between 12:00 and 01:30 (ask for details for specific year groups)	
Afternoon Registration	13:00 — 14:00
End of Day	15:00



School Telephone Number

**020 8699 9023**

A 24 hour answerphone for messages regarding absence or lateness.

For further information please see the school attendance policy on

<http://holytrinity.lewisham.sch.uk/>, or contact our Attendance Officer at [s.ambrose@holytrinity.lewisham.sch.uk](mailto:s.ambrose@holytrinity.lewisham.sch.uk)

## Every school day counts...

This traffic light system will help you to understand the importance of attendance:



**GREEN** = attendance of 95% or more

### (Safety Zone)

You are giving your child the best chance of academic success.

**AMBER** = attendance of 90-94%

### (At Risk Zone)

Your child has less chance of academic success, and progress is harder.

**RED** = ATTENDANCE IS UNDER 90%

### (DANGER ZONE)

Your child is unlikely to make good academic progress. May result in involvement from the Attendance Welfare Officer, penalty fines or a court order.

**REMEMBER: 90% attendance is the same as missing 1 day every 2 weeks; 85% attendance equates to missing half a term during the year; 80% attendance over 5 years is the same as one full year with no learning.**

# HOLY TRINITY C OF E PRIMARY SCHOOL



## Attendance guidance for Parents and Carers

March 2017

### What is good attendance?

- Attending school every day
- Arriving in the classroom by 08:50 ready for registration at 08:55
- A positive attitude to education, and the opportunity for greater academic achievement



### Arriving on time...

#### Gives your child the chance to:

- be organised for the start of the day
- catch up with friends
- Complete unfinished work
- participate in early morning work
- settle down with the rest of the class
- understand the teacher's plans for the day

#### It avoids your child:

- starting the day confused and disorganised
- disrupting the rest of the class
- falling behind with school work
- missing early morning input

### Arriving late...



If your child arrives after 08:55 when the gate is closed, please use the school office for entry to the building.

Your child should go straight to the classroom without stopping, as s/he may still make registration.

In **all** circumstances, the office staff will enter your child's time of arrival in the late book, so that we know s/he is in school in case of an emergency evacuation e.g. fire.

If you are delayed on the way to school, and know that your child will be late, please telephone the school office (ensuring safety first). This will be **AUTHORISED** lateness.

### Request for leave during term time...

Request to remove you child from school during term time will not generally be authorised. If you have exceptional circumstances, please complete a 'Request for Leave' form from the school office and attach a letter of explanation and any supporting evidence, for the Headteacher's consideration 3 weeks in advance.

If the leave is not agreed, any unauthorised absence could result in involvement from the Attendance Welfare Officer, penalty fines or a court order.

### Medical appointments...



Please arrange these outside of school hours if possible. For early morning emergency appointments, please telephone by 08:50 and return your child to school as soon as possible afterwards. If advised to keep your child at home, please telephone again so that we can update the register. Then make contact for each day that your child will be absent.

For school time appointments e.g. hospital clinics, please provide the school office with a copy of the appointment letter 3 weeks in advance if possible.

### Illness...

If your child is too ill to attend school, please telephone by **08:50** on **each day** of absence. After 3 days we will require medical evidence e.g. copy appointment card or prescription. On your child's return to school, please also send a **letter of explanation**.