



Acres Hill's Attendance Newsletter

School's attendance

Year to date: 90.4%

Attendance target: 96%

Why Attendance Matters

Routine builds confidence:

Arriving on time helps your child feel secure and ready to learn.

Every lesson counts:

Even missing a few minutes each day soon adds up, meaning important learning can be lost.

Good habits for the future:

Developing punctuality now helps children prepare for later school years and beyond.

We value your partnership in helping your child make the most of every school day. Please let us know if you are experiencing any difficulties with attendance or punctuality - we're here to support you.

Thank you for helping us give your child the very best start in life by ensuring they are in school, on time, every day.

Learning minutes lost

Being late by 5 minutes every day:

5 minutes $\times$ 5 days = 25 minutes a week

Over a school year (approx. 39 weeks) =

975 minutes = 16 hours of learning lost

Being late by 10 minutes every day:

10 minutes $\times$ 5 days = 50 minutes a week

Over a school year =

1,950 minutes = 32.5 hours lost, more than a full school week

Being late by 15 minutes every day:

15 minutes $\times$ 5 days = 75 minutes a week

Over a school year =

2,925 minutes = 48.75 hours lost, almost 1.5 school weeks.

One Day of Absence:

1 school day = **6 hours = 360 minutes** of learning lost.

10 days of absence in a year

That's **3,600 minutes = 60 hours = 2 full school weeks** of learning time gone.

Attendance traffic light

How do YOU measure up?

Attendance	Days Absent	Lessons Missed
95%	9 Days	36 Lessons
90%	19 Days	76 Lessons
85%	29 Days	116 Lessons
80%	38 Days	152 Lessons
75%	48 Days	192 Lessons
70%	57 Days	228 Lessons
65%	67 Days	268 Lessons





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Medical appointments

We kindly ask that medical and dental appointments are made outside of school hours wherever possible, to minimise disruption to learning.

Where appointments during the school day are unavoidable, please notify the School Office in advance and ensure your child is out of school for the minimum amount of time necessary.

To support our attendance procedures, we now require evidence for all medical appointments, such as:

Appointment letter or card



or

text message or email appointment confirmation



Please remember to bring your appointment confirmation to the School Office when your child has a medical or dental appointment. This helps us keep accurate attendance records and avoids any follow-up queries.

Reporting absence

If your child is unwell and unable to attend, please contact the school on the morning of the absence by phone call or by leaving a message on the answerphone. If your child is absent for more than one day, please contact us each morning to let us know.

When reporting an absence, please include:

- Your child's full name
- Their class or year group
- A clear and detailed reason for the absence



Please note that vague reasons such as "still poorly", "feeling unwell" or "not 100%" are not acceptable. We require specific information to ensure we record absences accurately and support families appropriately.



If parents or carers do not make contact with the school to explain a child's absence, we may carry out a Safe and Well check as part of our safeguarding procedures. This may involve contacting you directly, contacting other named contacts that you have shared with us or visiting the family home.



Holidays During Term Time



A reminder that **we are unable to authorise holidays during term time**. Any unauthorised holiday will result in a **Fixed Penalty Notice (FPN)** being issued by the Local Authority.

Please plan family holidays during the designated school breaks to avoid disruption to your child's learning.



We are here to help...



We are here to help. If you are experiencing any difficulties regarding your child's attendance, please contact either your child's class teacher or speak to Mrs Lonsdale, Attendance Officer.

We are here to help and support you, and open communication enables us to work together to improve your child's attendance.

By sharing any challenges early, we can offer guidance, put appropriate support in place, and ensure your child has the best possible chance to succeed.

Thank you for working with us to support your child.