

# Attendance Matters

---

At Elvington Church of England Primary School, we want every child to flourish and make the most of their learning. Attending school every day and arriving on time helps children feel settled, confident and ready to learn.

## Our Morning Routine

8:35am	Playground opens – children arrive with parents/carers and get ready for the day.
8:40am	School bell rings – children line up ready to go into class with their teacher.
8:45am	Registration in classrooms – learning begins.

Children arriving after registration will be recorded as late and will miss important learning at the start of the day.

## ★ Why Punctuality Matters

- Children begin the day calmly and confidently
- They take part in important morning learning and instructions
- They build positive habits for the future
- They feel settled and ready to learn with their classmates

## Helpful Morning Tips

- Prepare school bags, uniforms and lunches the night before
- Aim to arrive at school before the 8:40am bell
- Allow extra time for parking or traffic
- Create a consistent morning routine at home

## Additional Morning Opportunities

Breakfast Club: from 7:45am

Run a Mile Club: Tuesdays and Thursdays from 8:20am

These options can help support busy family schedules while ensuring children arrive ready for the school day.

## Working Together

Good attendance and punctuality are a shared responsibility between school and home. Thank you for your continued support in helping every child arrive on time, every day, so they can enjoy a successful and fulfilling school experience.

For children to gain the maximum benefit from their education, it is essential that they attend school regularly and arrive on time each day it is open, unless absence is unavoidable. Any time away from school disrupts a child's learning, and frequent absences can have a significant impact on their progress/development.

If you are experiencing any difficulties that may affect attendance or punctuality, please speak to a member of staff or contact the school office – we are here to help.



Our Attendance Policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued.
- Raising awareness of the importance of good attendance and punctuality.
- Ensuring that attendance is monitored effectively, in line with Government and Local Authority requirements, and reasons for absences are recorded promptly and consistently.
- Working in partnership with parents/carers so that they are aware of their child's attendance record and the impact that this is having on their education.

Please refer to the table below to see the correlation between absence and lost learning:

Description	Threshold Attendance	Actual Attendance	Whole Days Absent	Learning Hours Lost
Excellent	100%	190 Days	0	0
	99%	188 Days	2	10
Good	98%	186 Days	4	20
	97%	184 Days	6	30
Satisfactory	96%	182.5 Days	7.5	37.5
Cause for Concern	95%	180.5 Days	9.5	47.5
	94%	178.5 Days	11.5	57.5
	93%	176.5 Days	13.5	67.5
	92%	174.5 Days	15.5	77.5
Unsatisfactory	91%	173 Days	17	85
Serious Cause for Concern	90%	171 Days	19	95
	89%	169 Days	21	105
	88%	167 Days	23	115
	87%	165.5 Days	25	125
Critical	86%	163.5 Days	26.5	132.5
	85%	161.5 Days	28.5	142.5