



PARKLANDS COMMUNITY PRIMARY SCHOOL

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Headteacher: Miss Charlotte Angeli

13th November 2023

Dear Parents and Carers,

Attendance and Punctuality

This year our attendance target is 97%. Please support us to achieve our target by only keeping children off school when absolutely necessary.

Below is the table that we shared at our meet the teacher events in September. It shows the amount of lessons that your child misses if they are absent from school.

Attendance During One School Year	Equates to Days Absent	Number of weeks absent approximately	Number of lessons missed
95%	9 Days	2 Weeks	45 Lessons
90%	19 Days	4 Weeks	95 Lessons
85%	29 Days	6 Weeks	145 Lessons
80%	38 Days	8 Weeks	190 Lessons
75%	48 Days	10 Weeks	240 Lessons
70%	57 Days	11.5 Weeks	285 Lessons
65%	67 Days	13.5 Weeks	335 Lessons

As a school we are expected to monitor attendance and where appropriate we are asked to fine families. Please work with us to ensure your children are in school as much as possible so that they are able to learn effectively.

As part of our school improvement plan, we are also working on children's punctuality.

School starts at **8:50am** which is when lessons start.

If you are late by 5 minutes a day this equals 17 lessons across the year. If your child is arriving at school at 9am, they are missing 35 lessons a year and disturbing the learning of all the other children in the class.

Minutes Late Per Day	Equates to days of teaching lost in one year	Number of lessons missed.
5 minutes	3.5 Days	17 Lessons
10 minutes	7 days	35 Lessons
15 minutes	10.5 Days	52 Lessons
20 minutes	14 Days	70 Lessons
30 minutes	21 Days	104 Lessons

Help us to achieve our goals, by ensuring your child attends schools every day and is on time at 8:50am.

Kind regards,

Charlotte Angeli
Headteacher