

## Punctuality

Arriving at school on time

Being on time gets the day off to a good start and puts everyone in a positive frame of mind and sets a positive pattern for the future. Pupils who learn the importance of time keeping carry that through to their adult life and their working life. If your child is late in the morning not only do they disrupt the class and lose valuable learning time but often feel embarrassed and are sometimes reluctant to go into the classroom. They will have missed booking lunches, the introduction to the lesson, information about the day ahead and the important socialising with their friends at the start of the day.

PLEASE help and encourage your child to be punctual. If you have a problem getting your child into school on time, please talk to the class teacher or someone from school who you feel you can talk to.

## Wet Days

Children will be allowed straight into the school building on days when it is raining at 8.45am. The school will make this judgement.

## Collecting from school on time

Please be at school to collect your child from the class teacher on time at the end of the school day. If they are going to afterschool clubs, please collect them on time from that too. If you are late for any reason, your child will be taken to the school office and will wait there to be collected. Pupils are always told to come to the school office if the person who is meeting them isn't where they should be or if they are unsure who is collecting them.

## Attendance Tops Tips

- Know the school times as stated below
- Arrive at school on time  
Maybe try to set off a bit earlier
- Know the school term dates  
Put them into your diary or request a copy for your fridge door/notice board
- Try to avoid children missing lessons  
Plan dentist and doctors appointments out of school time wherever possible.
- Collect your children on time  
They look forward to going home
- Use Breakfast Club at the Redlodge or Toast Club at Park Junior School .
- KEEP US INFORMED  
☎ 01453823108  
✉ [admin@park-jun.gloucs.sch.uk](mailto:admin@park-jun.gloucs.sch.uk)

## Key School Times

7.15am	Stonehouse Breakfast & Afterschool Club opens at The Red Lodge
8.40am	Toast Club opens at Park Junior School
8.45am	Staff are on Duty in Playground. Pupils can be left in Playground
8.55am	School Whistle blown and pupils come into the school building and the register is marked.
12.10pm	Lunchtime
1.05pm	Afternoon school starts
3.20pm	School finishes
4.20pm	Finish time for Clubs that run after school on certain days for certain year groups.
5.45pm	Stonehouse Breakfast & Afterschool Club closes.

[Encourage](#) [Engage](#) [Excel](#)



# Attendance

**GUIDANCE FOR PARENTS & CARERS**

[The world is run by those who turn up.](#)

**Park Junior School has an attendance target of 96.5%**

Research has shown that children who are not in school are most vulnerable and are easily drawn into crime.

Once your child is registered at a school you are responsible for making sure he or she attends regularly. If your child fails to attend regularly - even if they miss school without you knowing - the Local Authority (LA) may take legal action against you.

Pupils with no absence are nearly two times more likely to achieve expected standards at KS2 and 1 ½ times more likely to achieve 5+ GCSEs A\*-C

What to do if your child is unable to attend school because of illness:

- On the first day of absence, telephone the school or email the school. The school telephone line is manned from 8.15am. The school email address is – [admin@park-jun.gloucs.sch.uk](mailto:admin@park-jun.gloucs.sch.uk). This allows the school to account for your child and put the appropriate mark into the register showing a true record of your child's absence.
- Please keep the school informed of your child's absence from school.
- All pupils at Park Junior School have to be accounted for everyday. If your child is absent from school and we have not heard from you by 10am, we will try to make contact with you. We will ring or text parents/carers and if we still have not had a reason we will make contact with other emergency contacts of the pupils.

If your child has a medical/dental appointment:

- You should try to make all hospital, doctors and dental appointment outside of the school day. However if this is not possible, you should advise the school of any pending appointments, preferably with a copy of the appointment card or letter.
- If the appointment is not pre-planned, please telephone the school to let us know that your child will be late or that you will be collecting them during the day.

### Authorised and unauthorised absences

At Park Junior School we strive for 100% attendance for all our pupils. However we do understand that sometimes pupil absence is unavoidable.

In general, absence for the following reasons will be deemed as authorised:

- Illness
- Medical/dental appointments
- Religious holidays
- Bereavement

The following reasons for absence WILL NOT be deemed as authorised:

- Lateness (after close of registration -9.30am)
- Holidays in term time
- Absence without a reason or where the parent has not given a valid reason for the child being away from school
- Truancy
- Colluded absence: absence where the parent/carer condones absence i.e. shopping trips, birthdays, lack of uniform, looking after siblings or parents.

It is the Headteacher's decision to authorise absences. The Headteacher can refuse to accept reasons for absence given by the parent/carer if it is felt that they are not legitimate.

### Holidays in Term Time

**Holidays in term time will NOT be authorised.**

## Make every minute count

Attending school every day = 100% attendance.

Attending 4 ½ days a week = 90% attendance = 4 weeks missed per year

Attending 4 days a week = 80% attendance = more than half a term missed per year or 2 full years missed over the course of their school career.

Attending 3 ½ days each week = 70% attendance = more than a quarter of the school year missed.

An average attendance of 80% or less across a child's school career adds up to missing a whole 2 years from school

