



A is for Attendance!

Park Hall Infant Academy • Attendance Newsletter



At Park Hall Infant Academy, we aim to nurture the gifts, talents and potential of every child. We want all our pupils to develop a lifelong love of learning, grow in confidence and achieve their very best. Excellent attendance and punctuality are essential because every school day is an opportunity to learn, make friends, develop new skills and enjoy being part of our school community.

What does good school attendance look like?

We take attendance seriously and work in partnership with families to support children who may be finding it difficult to attend regularly. The attendance categories below help us identify when additional support may be needed.

Level	Attendance	What it means
GREEN	100%	Excellent attendance. This is the level we encourage all children to aim for wherever possible.
AMBER	96% or above	Good attendance, in line with or above the national expected average.
RED	Below 95%	Attendance is below the expected level. We will monitor attendance and contact families if improvement is needed.

Persistent absence and attendance support

A child whose attendance falls below 90% is considered to be persistently absent. We will contact families where attendance is a concern and work with parents and carers to identify barriers, offer support and help improve regular attendance. Our shared aim is for every child to benefit from being in school and to reach their full potential.

Holidays and absence during term time

Absence during term time will not normally be authorised except in exceptional circumstances. Unauthorised or unexplained absence may lead to action being taken in line with the school's attendance policy and the arrangements of the relevant local authority. Please contact the school office if you need advice about attendance or a request for leave during term time.

Punctuality matters!



Arriving on time helps your child settle calmly and confidently into the school day. Late arrivals can be disruptive and may mean that children miss registration, important messages and the start of their learning.

Being 15 minutes late every day can add up to approximately two weeks of missed learning over a school year.

Small changes can make a big difference: pack bags and lunchboxes the night before, prepare clothes in advance, set the alarm a little earlier and allow extra time for the journey.

Times of the School Day

Reception, Year 1 and Year 2

In the morning, Key Stage 1 children (Years 1 and 2) enter school through the hall doors.
EYFS children (Nursery and Reception) enter through their class doors.

Morning doors open from 8.45am.

Registration takes place at 8.50am, ensuring learning begins promptly at 8.55am.



At the end of the school day, all children are dismissed from their class doors.

The school day ends at 3.20pm.

Nursery

Morning Nursery and 30-hour Nursery start at 8.45am and enter through class doors.

Morning Nursery children are collected at 11.45am.

Afternoon Nursery starts at 12.30pm and enter through class doors.

30-hour Nursery children are collected at 2.45pm, unless parents have arranged the additional 45 minutes, in which case collection is at 3.30pm.

Afternoon Nursery children are collected at 3.30pm.

Reporting an absence

If your child is going to be absent, please contact the school office on the first day of absence and provide your child's full name, class and the actual reason for the absence. If we do not receive a reason, we will contact you to establish why your child is not in school. Absences without an explanation may be recorded as unauthorised.

Please make sure you have contacted the school by 9.25am if your child is going to be absent. If we do not hear from you, we will ring you to find out why your child is not in school. We review registers weekly on a Monday and if there are any absences where a reason has not been provided, these will be marked as unauthorised.

Medical and Dental Appointments

Where possible, please arrange routine medical and dental appointments outside school hours. We understand that some hospital and specialist appointments cannot be arranged at another time. If an appointment takes place during the school day, please consider whether your child can attend school before or after the appointment to minimise missed learning.

We are here to help

We understand that families can sometimes experience difficulties that affect attendance. If you have any concerns about your child's attendance or punctuality, please speak to your child's class teacher or contact the school office. We will be happy to offer support, advice and guidance.

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Every day matters. Every child matters. Every minute counts!

EVERY DAY IN SCHOOL COUNTS

