



Attendance is key

We believe the success of our children starts with attendance and we are fully committed to supporting families.

Reporting an absence

All absences must be reported to the school office by 8.50 by either:

- Telephone 01162872188, press 1 and leave your child's name, class and reason for absence.
- Email office@glenfield.leics.sch.uk with your child's name, class and reason for absence.

From start to finish

The school gates open at 8:35 and close at 8:48

Registration is at 8:40-8:48.

After this time your child will be marked as Late and this will affect your child's attendance. Please be aware that arriving at school late also impacts your child's attendance.

At the end of the school day the gates will open from 15:05 and class room doors open at 3.15. Please ensure that your child is collected on time.

Our expectations

175 days of a whole year are NOT spent in school. So, there are plenty of days for holidays, family time and appointments.

Holidays

We do not authorise any travel/holidays in term time and Parents/carers are asked to avoid taking their children out of school during the 39 weeks that children are required to attend. School time will not be authorised.

Holidays
Remember your child can attend school before or after their appointment.

Appointments

Parents/carers can help by notifying us in advance about planned absences, and arrange medical or dental appointments outside the school day, where possible. Please provide a copy of the appointment letter, email or text.

parentofficer@glenfield.leics.sch.uk

Communicate

We have a designated Parent Officer who is on hand to support and advise families. Please keep us informed.

Attendance levels

Below, you will find the attendance levels that we work to at Glenfield Primary School.

98% and above	Excellent
96-97.9%	Good
95-95.9%	Almost there
90-94.9%	Improvement needed
Below 90%	Unacceptable



Good Attendance is Key

175 days of a whole year are NOT spent in school. So, there are plenty of days for holidays, family time and appointments.

100%

190 school days in an academic year
0 days absence

Congratulations Good attendance gives you greater learning time and opportunities

95%

181 Days of education
9 days absence

90%

171 Days of education
19 days absence

Concerned. How can we help?

85%

161 Days of education
29 days absence

80%

152 Days of education
38 days absence

Seriously worried. Lets work together.

75%

143 Days of education
47 days absence

Good attendance has many benefits:

- Are able to achieve their full potential
- Have better opportunities in the future
- Develop social skills and confidence