



Here Today, Ready for Tomorrow!



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 8.45 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 8:30 and close at 8:43

Registration is at 8:45.

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.

**Appointments
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 Children & Families Coordinator 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 |



Glenfield Primary School

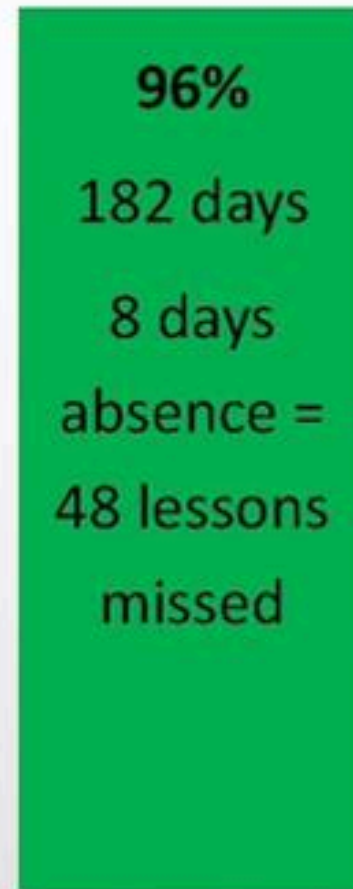
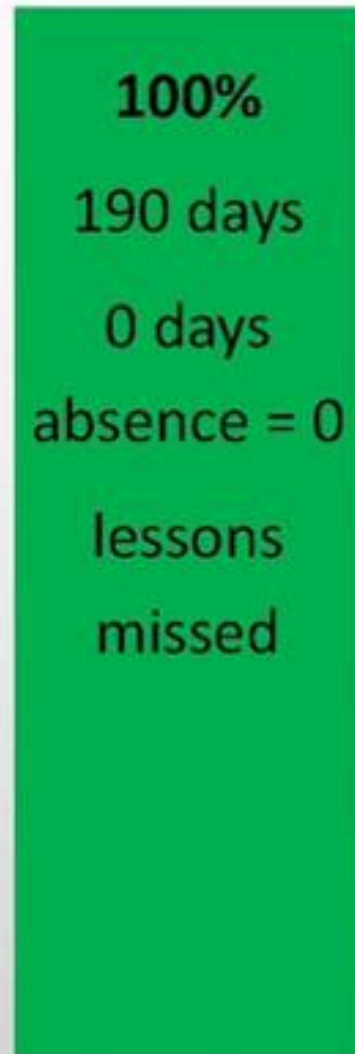
Good attendance means

Being in school at least 96% of the time or 180 to 190 days

365 days in a calendar year

175 days not in school for holidays, appointments, exercise

190 days to make the difference



90% and lower = Persistent Absence

Best chance of success

Target for all students 96%

At high risk of underachievement

At severe risk of underachievement