

# Heald Place Primary School

## Attendance and Punctuality Information for Parents

Heald Place Primary School is dedicated to academic achievement and success for all pupils; regular school attendance and punctuality is an integral part of that success.

An absence not only has a negative effect on your child but also to the other pupils in your child's class as they would not be able to achieve 100% weekly class attendance.

An absence of 10 days over the course of one whole school year will result in attendance of below 95%. Our school minimum target for pupil attendance is 100%.

I am therefore writing to remind you of Heald Place Primary Schools policy concerning lateness. The law requires pupils to attend school regularly and this includes on time each day.

### ***When a pupil arrives late to school there are many consequences;***



He or she misses out on essential instructions given at the beginning of lessons – in fact, arriving 5 minutes late each day adds up to missing 3 entire school days by the end of the year.



Pupils might feel awkward and embarrassed going into the classroom when everyone else is already settled.



When one pupil arrives late everyone loses out – the class is disrupted and the teacher must take time away from the other pupils to explain what is going on in the lesson.



Pupils may feel less included in school life and may miss out on both academic and social success.

It is important for all children to attend school each day in order to access the full educational provision. This will help children reach their potential and give them the opportunity to learn new things and develop skills.

Children should be in the playground by 8:50 each morning ready to come into school.



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### Illness

Parents are reminded to contact the office before 9am if your child is ill.

We would expect children to attend school even if they show signs of the following and other minor ailments:

- Sneezing
- Coughing
- Runny nose
- Cold
- Sore throat

### Appointments

Dental, optical or medical appointments should be made outside of school hours.

GP's and Dentist's surgeries both work until the late afternoon which gives parents the opportunity to make appointments after school has finished for the day.

### Opening Hours

Robert Darbshire Practice/Rusholme Health Centre	8:30am until 6:30pm Monday to Friday
Moss Side Medical Practice	9am until 6pm Monday to Friday 9am until 1pm on Wednesdays
Surrey Lodge Practice	8am until 6:30pm Monday to Friday
Wilmslow Road Practice	9am until 6pm Monday 9am until 8pm Tuesday 9am until 2pm Wednesday 9am until 6pm Thursday & Friday



If your child requires an emergency appointment and is made during school hours we request that you take your child out of school for only the time of the appointment and return them to school immediately afterwards. This will keep your child's lost learning time to a minimum.

A good attendance record is crucial if children are to achieve at school and reach their full potential.

I look forward to working with you to raise all our pupils' attendance.