

**Headteacher**

Gillian Jackson

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Beechfield School

27<sup>th</sup> September 2022

## Attendance and Punctuality

Dear Parents and Carers,

**Attendance**

At Beechfield School, we believe that in order for children to achieve their best, it is vital for them to have good attendance and punctuality. We aim for children to have 97% or better attendance across the year.

If your child/children are unwell and cannot come to school, we ask that you telephone the office (01923 221269) and leave a message with your child's name, class and reason for their absence. Absences will be recorded as unauthorised if we are not given a reason. Unauthorised absences could eventually lead to a fixed penalty notice if your child's attendance is 90% or lower.

Where a medical appointment cannot be made outside of school hours or term time, please bring the appointment card/letter to the office to notify us of this in advance.

We fully understand that there are individual circumstances where it may be difficult for your child to attend school and we therefore encourage you to come and talk to me or Mrs Jackson so that we can support you.

100% Attendance	0 Days Missed
95% Attendance	9 Days Absence <b>1 week &amp; 4 days of learning missed</b>
90% Attendance	19 Days Absence <b>3 weeks &amp; 4 days of learning missed</b>
85% Attendance	28 Days Absence <b>5 weeks &amp; 3 days of learning missed</b>
80% Attendance	38 Days Absence <b>7 weeks &amp; 3 days of learning missed</b>
75% Attendance	46 Days Absence <b>9 weeks &amp; 1 day of learning missed</b>

**Punctuality**

Learning starts straight away in the mornings at Beechfield, so it is important that children arrive on time and ready for their lessons. Start times for each year are as follows:

<b>Nursery am</b>	<b>8:35</b>
<b>Nursery pm</b>	<b>12:15</b>
<b>Year 5 and 6</b>	<b>8:40</b>
<b>Year 1</b>	<b>8:35</b>
<b>Year 2</b>	<b>8:40</b>
<b>Year 3 and 4</b>	<b>8:40</b>
<b>Reception</b>	<b>8:35</b>

All classroom doors are open from 8.30am to give children the opportunity to get themselves ready for learning. Please be aware that if your child/children arrive after their start time above, they risk missing the register and will be marked as late.

If you have any questions or concerns regarding attendance or punctuality, please do not hesitate to contact me on the email address below.

Yours Sincerely

Miss Mortlock

**Assistant Headteacher**[tanya.mortlock@beechfield.herts.sch.uk](mailto:tanya.mortlock@beechfield.herts.sch.uk)

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*"Be Kind, Work Hard, Love Learning"*

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