

# COOMB BRIGGS PRIMARY SCHOOL

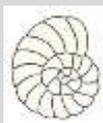
Inspire, Enjoy, Achieve

Royal Drive, Immingham, N.E. Lincolnshire DN40 2DY

Headteacher : Helen Redmond BA Hons QTS

Tel: 01469 572584

Website: [www.coombbriggsprimary.co.uk](http://www.coombbriggsprimary.co.uk)



2<sup>nd</sup> March 2022

Dear Parent/Carer,

As we are at the start of a new half term we would like to take the opportunity to remind you of procedures should your child be absent from school and also of the importance of good attendance and punctuality.

## Illness:

If your child is absent from school it is important that the school is given a reason for the missed day/s on the **FIRST** day of absence by telephoning the school office. This means that registers can be completed accurately and also means that the school knows that your child is safe at home. For absences of a week or more, a doctor's certificate/note is required so that the exact reason for the absence can be recorded. **Please do not contact your child's class teacher via Class Dojo – all messages regarding absences must be made through the office.**

## Medical Appointments:

If your child is going to be late for school due to a medical appointment, please inform the office the day before the appointment so that your child can be booked in for lunch on that day. However, wherever possible please arrange medical appointments outside of school hours as this prevents disruption to your child's education.

## Holidays:

Like all schools, Coomb Briggs actively discourages holidays taken during school time. **Holidays will NOT be authorised and could result in a fixed penalty notice being implemented.** Due to the number of holiday requests being received in school it was agreed, in line with government guidance, that we would indeed begin to look at issuing fixed penalty notices for unauthorised absences.

## Why shouldn't I take my child on holiday during term time?

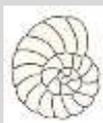
It is a legal requirement for parents and carers to ensure their child attends school. Holidays during term time can have a negative effect on children's learning and their ability to achieve. If your child goes on holiday during term time, they are absent:

- 10 days absence (95% attendance) = 2 whole weeks off school
- 19 days absence (90% attendance) = 4 whole weeks off school. Absence less than 90% is classed as persistent.
- 29 days absence (85% attendance) = 6 whole weeks of school missed
- 38 days absence (80% attendance) = Half a term missed
- 47 days absence (75% attendance) = 9+ weeks missed



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Children with over 90% attendance are more likely to gain five or more A-C GCSE's or equivalent qualifications.

## Lates:

The school gates close at 9.00 a.m. and it is expected that all children will be in school by this time. Arriving after this time means that a child is missing the beginning of lessons which has a serious impact on the progress your child can make. Children arriving after 9.00 a.m. will be recorded as late in the register.

## Does 5 minutes late really matter?

- 5 minutes late every day = 3 days lost over a year
- 10 minutes late every day = 6.5 days lost over a year
- 15 minutes late every day = 10 days lost over a year
- 20 minutes late every day = 13 days lost over a year

Good attendance and punctuality is vital to a child's progress both academically and socially. Failure to inform the school about a child's absence on repeated occasions, poor attendance or persistent lateness will result in additional letters, a meeting with the school and could even result in the involvement of the Education Welfare Officer. This could result in a fine and/or home visit. Excellent attendance and punctuality will be rewarded each term.

Please work with us to ensure that your child has the best opportunity to reach their full potential.

If you have any questions at all then please do not hesitate to contact us.

Thank you for your continued support.

Yours Truly,

Helen Redmond

Valerie Crosby

Headteacher

Chair of governors

