



Nightingale Primary School

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Headteacher: Mrs Hannah Beckett

8th September 2023

Dear Parents,

Despite the challenges of the reduced access to our building, and the (typical) heatwave that rolled in on the first day back, it truly has been a wonderful start to the new school year.

I wanted to write to everyone to share our expectations around school attendance and punctuality, and to ask for your continued support in helping your children to reach their full potential.

Research shows that for a child to reach their full potential, both academically and socially, a high level of attendance is essential. It is our collective duty to strive for 100% attendance for all, however our expectation is 96% or above.

We refer to this as Green Band Attendance. The table below shows the coloured bands that we use when referring to attendance and the potential risk of poor attendance on progress for each of the bands.

Red Band	Pink Band	Amber Band	Green Band
0% – 89.9% Attendance	90% - 92.9% Attendance	93% - 95.9% Attendance	96% - 100% Attendance
Severe risk & possible legal intervention	Serious risk of under-achievement	Risk of under-achievement	No risk

Good attendance is important because:

- Regular attenders make better progress, both socially and academically
- Regular attenders find friendships, school routines and schoolwork easier to cope with
- Regular attenders are more successful when transitioning between primary school, secondary school and higher education, employment or training

Missing 1 or 2 days of school a week may not seem like much, but ...

If your child misses...	That equals...	Which is...	and over 7 years at primary school that is
1 day per fortnight or 90% attendance	20 days per year	4 weeks per year	28 weeks - more than 2 whole school terms!
1 day per week or 80% attendance	40 days per year	8 weeks per year	56 weeks - more than 1 whole school year!
2 days per week or 60% attendance	80 days per year	16 weeks per year	112 weeks - nearly 3 whole school years!

Of course, I understand that children are sometimes unwell and often the best place for them is at home. When my children were younger and complained of feeling unwell, I often asked myself, would I go to work if I felt like that? If the answer was yes, then, off to school they went. Most parents know the scenario of saying “ok, you can stay home today” and then as if a miracle has occurred, by 10:30 they are bouncing off the walls and seem absolutely fine! If you are unsure, please do send them in and let us know that they feeling a little unwell, I can assure you that if they get worse, we will call you and send them home.

Lateness/Punctuality

It is equally important that your child arrives at school on time at the start of the day. This time is used to give out instructions, is an opportunity for children to receive feedback or edit their work, as well as attend school assemblies. If your child is late they may miss time with their teacher, cause disruption to the lesson for others or be late for the school assembly, all of which can be extremely embarrassing for them and can lead to possible further absence.

The school day begins when the doors open at 8:35am. Class teachers will have morning activities set out ready for the children to start as soon as they get to class. The doors close at 8:45am and children arriving after this time will be recorded as late and will need to be signed in at the main office.

Again, whilst 5 or 10 minutes late each day may not seem like much, it soon adds up ...

Arriving late everyday	Equals	Which over the school year is approximately
5 minutes	25 minutes per week	16.25 hours or 2.5 days of learning
10 minutes	50 minutes per week	32.5 hours or 5 days of learning
15 minutes	75 minutes per week	48.75 hours or 7.5 days of learning
30 minutes	150 minutes per week	97.5 hours or 15 days of learning which equivalent to missing 3 weeks of school!

This year, I am hoping to inform you via ClassDojo how each class are doing with their attendance (which coloured band they are in) and how we are doing as a whole school, so do keep an eye out and feel free to add comments.

If there is a problem and your child is trying to avoid school, it is important to not give in and keep them at home. Also, please do not cover up their absence by saying they are unwell, as in the long run this may make the situation worse.

Please do talk with your child’s class teacher as we want to help. Remember, we can’t teach your child if they’re not in school.

Yours sincerely,

Mrs Hayley Sharp
Welfare Leader, SMHL & DDSL