

**School Procedures  
Punctuality:**

Parents/Carers ensure child:

Arrives on time

Provide school with note if child arrives late

Parent must report to main office if child arrives after register is closed

**Attendance**

Odd days off will not be authorised

Always provide explanation for absence

Medical evidence is required if pupil absent for certain number of days (refer to school policy)



**Ellen** **Primary**  
**School**

**Tollgate Road  
Beckton  
London  
E6 5UP**

**Telephone number : 02075119414  
Attendance Manager: Lynn  
Wilson**

**Ellen  
Wilkinson  
Primary  
School  
Early Years**

## Why is Attendance and Punctuality Important in Early Years?

Research shows that children with poor attendance are at a disadvantage later in life.

They often:

Find it harder to make and maintain friendships

Are less likely to gain good qualifications

Have a higher chance of being unemployed

Have low self esteem

Poor Attendance and punctuality even at the earliest age can affect achievement in later life. Establishing good habits from the outset helps children to settle more quickly into new settings and routines.

Whilst the legal requirements for attendance do not apply for children under 5, regular routines for young children raises good habits for school and later life. Even if a child only has a part-time place, regular attendance is still important.

## What Promotes Good Attendance ?

A positive relationship will enable school and parents to talk in a constructive way about issues of lateness and irregular attendance

School will follow up poor punctuality and attendance with parents in a way that is sensitive and constructive

Parents to contact school on the day their child is absent

## Attendance and Punctuality in Early Years!

### Remember

- Good punctuality and regular attendance are important for maximising achievement and obtaining the greatest benefit from education
- Good relationships with children and their families are vital in encouraging regular attendance and punctuality
- Children settle well and want to attend nursery/reception when they feel valued and have a sense of belonging
- Praising good attendance and punctuality is likely to improve outcomes
- Parents/carers and school need to work together
- School will make sure that absence is followed up on every occasion
- Good habits in attendance and punctuality are key skills for adult life

