



Fairfield Infant School
High Road West
Felixstowe
Suffolk
IP11 9JB

Tel: 01394 283206

Email: fairfieldoffice@fairfieldandcolneis.co.uk



Colneis Junior School
Colneis Road
Felixstowe
Suffolk
IP11 9HH

Tel: 01394 284052

Email: colneisoffice@fairfieldandcolneis.co.uk

Headteacher: Mark Girling

Deputy Headteacher: Keith Rimmer

Federation of Fairfield and Colneis

Attendance information for parents

Spring term 2019

Attendance matters!



We all want the best for your child. Good school attendance means they will achieve the best they can.

Your child should:

- Attend school every day and on time as this is a legal requirement.
- Only be absent when medically unfit to attend.
- Come to school even when they are a bit tired or have had a bad night.
- Go to non-urgent appointments eg dentist, opticians, after school or during the holidays.
- Come to school before and after a medical appointment whenever possible.

You should:

- Contact the school first thing on every day of absence or if they are going to be late.
- Ensure the school have your up to date details.
- Speak with the teacher or other school staff if you have any concerns but bring your child to school.

- Not book holidays in term time—the school may ask for a fine to be issued.

Together we can ensure your child is safe, happy, able to learn and achieve.



Arrive on time!

It is important that children arrive in school on time everyday for a number of reasons:

- If a child is late they miss not only school-work but important information about the days activities.
- Children that arrive in good time for registration are able to talk to their friends before school and settle into the school day with them.
- A child that is late disrupts staff and other children.

At both schools, doors are opened at 8.45am to allow children to go straight into their classrooms to prepare for the day ahead. Staff are available at each entrance for parents to pass any messages through to teachers.

If there is a particular reason why you are finding it difficult to get your child to school time, please discuss this with your child's teacher or Headteacher.

Our Pastoral Support Worker is also available to discuss any issues with you.



Did you know?

The table below shows how lateness can add up over the school year:

5 minutes per day	3 days lost
10 minutes per day	6 1/2 days lost
15 minutes per day	10 days lost
20 minutes per day	13 days lost
30 minutes per day	19 days lost

Lateness = lost learning!



90% attendance

Many pupils have an attendance rate of around 90%. So what does this look like?

It means that your child:

- Was absent from lessons for the equivalent of **one half day every week.**
- Missed the equivalent of **four whole weeks of lessons in a school year.**
- Missed **half a school year over a five year period.**
- **Reaching 80% attendance missed an entire year!**