



Be In SCHOOL  
Be On TIME

Did you know?

| Minutes late per day | Equivalent of missing   |
|----------------------|-------------------------|
| 5 Minutes            | 3.4 school days a year  |
| 10 Minutes           | 6.9 school days a year  |
| 15 Minutes           | 10.3 school days a year |
| 20 Minutes           | 13.8 school days a year |
| 30 Minutes           | 20.7 school days a year |

96%

We are aiming for over 96% attendance  
throughout the school.

Being at school as much as possible  
gives children the best start and the  
best chance of doing well.

This means

ON TIME EVERY TIME

Who should I contact if I have a  
concern about my child's  
attendance and/or punctuality?

Chelsea Harley  
Education Welfare Officer  
01536 262000 / 01536 217920  
[chelsea.harley@beanfieldprimary.org](mailto:chelsea.harley@beanfieldprimary.org)

Sarah Fleming  
Safeguarding and Behaviour Manager  
01536 262000 / 01536 271919  
[sarah.fleming@beanfieldprimary.org](mailto:sarah.fleming@beanfieldprimary.org)



On time



Every time

Attendance and Punctuality

*Beanfield Primary School*



Absence line: 01536 262000

Email: [wellbeing@beanfieldprimary.org](mailto:wellbeing@beanfieldprimary.org)

ATTENDANCE  
MATTERS



## Why is excellent attendance and punctuality important?

Your child needs to be in school to be able to learn and achieve their potential.



Vital lessons will be missed if your child arrives at school late and this will impact upon their learning.



Children develop their social skills, confidence and friendships through being at school every day.



Having high expectations and a well-established daily routine prepares children for their future.

|                   | Gates open | School starts | Collection time |
|-------------------|------------|---------------|-----------------|
| Nursery (AM)      | 8:50am     | 9:00am        | 12:00pm         |
| EYFS              | 8:30am     | 8:40am        | 3:10pm          |
| Y1&2              | 8:35am     | 8:45am        | 3:15pm          |
| Y3-6              | 8:40am     | 8:50am        | 3:20pm          |
| Special Provision | 8:40am     | 8:50am        | 3:10pm          |
| Nursery (PM)      | 11:50am    | 12:00pm       | 3:00pm          |

Children arriving after their allotted time above are **LATE**. They must report to the Late Desk at our Main Reception to sign in.



As a parent, it is a legal responsibility to make sure that your child attends school and is on time.

If your child is going to be arriving late or absent, please let us know at your earliest convenience.

## Leave during term time

At Beanfield Primary School, we ask that any family holidays are taken during school holidays.

Leave during term time will be classed as an unauthorised absence and will be considered for a Penalty Notice in line with the local authority guidelines.

More information about this is available from our website ([www.beanfieldprimary.org](http://www.beanfieldprimary.org))

Every Day Counts

