



Attendance and Punctuality

Regular attendance is essential for a child's development and continued progress. Should your child be absent due to illness, the academy must be informed on the first day of absence. This can be achieved by phoning the school on 01621 772732. It would be helpful if parents could also give an indication of the expected length of absence.

On the child's return to academy a note must be provided explaining the reasons for the child's absence. If a child is absent for 5 consecutive academy days, a note from the child's GP is required. If the academy does not receive a note from the parent/GP, these absences will be marked as unauthorised.

It is a legal requirement that parents explain all absences. If there is no explanation forthcoming, then the academy will seek a response by contacting the parents directly. If the child's absence continues to be unexplained, the Attendance Co-ordinator will pursue the issue. If the absences are considered to be too frequent or the reasons given are unacceptable, then a referral will be made to the Education Welfare Officer who may decide to take legal action.

Attendance & Absence Guidance

Attendance and Requests for leave of absence

The school day starts at 8.40am. School finishes at 3.30pm.

We expect pupils to arrive and to be collected punctually at the start and end of each day.

Every Day Counts! It is vital that pupils attend school, on time, every day in order to gain the greatest benefit from their education.

95% - 100% (less than 10 days absence in a year) is good attendance.

95% is the national average attendance rate for a child at primary school.

There is no automatic entitlement in law to time off in school time.

All requests for a leave of absence must be made in advance either in writing or by completion of the school form; 'Application for absence in term time',

Frequently Asked Questions

Q. What is a good attendance percentage?

A. 95 - 100% (less than 10 days absence in a year) is good attendance. 95% is the national average attendance rate for a child at primary school.

Q. What is poor attendance?

A. Anything below 90% attendance is worrying as your child has less chance of success. It makes it harder for the child to progress if they are missing key learning opportunities.



Q. What will happen if my child's attendance falls below 90%?

A. Schools monitor pupil attendance every term. You may be sent a letter or you may be invited to a School Attendance Meeting at the school.

Q. Isn't my child entitled to 10 days holiday or odd days off for long weekends?

A. No. The School may only authorise an absence in exceptional circumstances.

If pupils take unauthorised leave of absence in term time parents will be served a penalty notice by Essex Education Welfare Office (fine of £60 per pupil per adult. ie. fine of £240 for two children who live with mum and dad, a fine of £120 for two children who live with a single parent)

Did you know there are 175 non school days per year to spend on family time, visits, holidays, shopping trips etc

Q. What is meant by genuine medical reasons to be absent?

A. Diarrhoea, sickness, childhood ailments e.g. measles, chicken pox, extremely high temperatures are genuine illness. Children should not stay home if they have minor coughs, colds, tummy aches and headaches. If your child is too poorly to remain at the school. The school will contact you. Please remember that even absence due to genuine medical reasons still affect a child's attendance.

Q. What should I do if my child is absent?

A. Contact the school on the first day and subsequent days of absence to explain their absence.

REMEMBER EVERY SCHOOL DAY COUNTS TOWARDS YOUR CHILD'S SUCCESS

[Please click here to go to the government website for more information about school attendance.](#)