

# Every Day Counts: Your Guide to Attendance & Punctuality (2025/26)



## The Parent & Carer Partnership

### 100%

#### Aim for 100% Attendance

Every school day missed is a lost opportunity for learning and friendship.



#### Arrive Between 8:40am and 8:50am

The school front gate opens at 8:40am; children arriving from 8:50am onwards must sign in at the main entrance.



#### Notify Absences by 9:00am

Parents must contact the school office on the first and every subsequent day of absence.



#### Keep Contact Details Current

Ensure the school has updated emergency telephone numbers and home addresses at all times.



#### Medical Appointments

Schedule appointments outside school hours where possible and always provide medical evidence for absences.



## Stages of Lateness (Per Term)



#### Letter 1: 3 Lates

A reminder of the importance of punctuality is sent home alongside the child's attendance certificate.



#### Letter 2: 6 Lates

A warning is issued that further lates will be unauthorised; an additional 10 lates will trigger a Penalty Notice.



#### Letter 3: 9 Lates

A Penalty Notice is issued and the school makes a referral for local authority intervention.



#### The Impact of 5 Minutes

Being just 5 minutes late every day results in 3 full days of school lost over the course of a year.



## Addressing Poor Attendance

### 96%

#### School Target: 96%

To achieve this, a child must attend of least 183 of the 190 school days in an academic year.



#### Stage 1: Initial Concern

Letter 1 is sent with an attendance certificate, and a parent attendance contract may be established.



#### Stage 2: Increasing Support

Parents are invited to an Attendance Clinic; future absences now require medical evidence to be authorised.



#### Stage 3: Formal Action

A meeting with the Attendance Lead is held to create a formal parent contract; failure to improve may lead to legal action.



#### Stage 4: Legal Intervention

A referral is made to the Education Welfare Service, which may lead to an Education Supervision Order (ESO) or prosecution.



## Holidays & Term-Time Absence



#### Exceptional Circumstances Only

The Headteacher will not authorise term-time holidays for day trips, childcare issues, or cheaper travel.



#### Use the 'Withdrawal from Learning' Form

All requests must be submitted via the Google Form found on the school website prior to any absence.



#### Penalty Notices & Fines

Taking an unauthorised holiday may result in a fine of £80-£120 per parent, per child.