

Attendance Newsletter

Spring Term 1 2024-2025



Our Autumn Term 24-25 school attendance was **93.5%**
This is an improvement on Autumn Term 23-24 which was 92.2%

Attendance data for year groups 2023-24							
	Reception	Year One	Year Two	Year Three	Year Four	Year Five	Year Six
Autumn 23- July 24	91.8%	91.2%	93.7%	90.1%	94.2%	94.7%	93.5%

A huge well done and thank you to the 195 pupils that have 100% attendance since the start of this term!

Punctuality and Lateness

When a child arrives late for school, they miss the introduction to the day and valuable learning time. It is also vital that children are collected on time at the end of the day. Being late for school and being picked up late can be very distressing for children. Not only does lateness make a bad start to the day, arrival after the register has closed is marked half a day's absence. Morning registration will take place at the start of school. The registers will remain open for 30 minutes. Any pupil arriving after this time will be marked with a U code which is an unauthorised absence, unless there is an acceptable explanation such as medical appointments.

	Upper Key Stage Two	Lower Key Stage Two	Key Stage One	Reception
Start time	8.30am	8.35am	8.40am	8.40am
On time (10 minutes registration period)	8.30am-8.40am	8.35am-8.45am	8.40am-8.50am	8.40am-8.50am
Late (Pupils will receive a L code in the register).	8.40am - 9.10am	8.45am - 9.15am	8.50am - 9.20am	8.50am - 9.20am
Late after register has closed (Pupils will receive a U code in the register)	After 9.10am	After 9.15am	After 9.20am	After 9.20am

When can my child be absent from school?

When you register your child at school, you have a legal duty to ensure your child attends that school regularly.

This means that your child must attend every day that the school is open, unless:

- **Your child is too ill to attend that day.**
- **You have asked in advance and been given permission by the school for your child to be absent on that day due to exceptional circumstances or for religious observance**
- **Your local authority is responsible for arranging your child's transport to school and it is not available on that day or has not been provided yet; or**
- **You are a gypsy/traveller family with no fixed abode, and you are required to travel for work that day meaning your child cannot attend their usual school. In most circumstances, however, your child is required to attend another school temporarily during such absences.**

These are the only circumstances where schools can permit your child to be absent.

Mental well being

Mental health, rightly, has a high priority. We are mindful of children with mental health difficulties and work with parents and children to overcome these. This in itself, is not a reason to not attend school. While acknowledging mental health challenges, it remains important that these difficulties do not prevent school attendance. We are committed to working collaboratively with affected families to address these issues effectively.

What do I need to do if my child needs to be absent from school for one of those reasons?

You should contact their school as early as possible to explain why. If not, your child's school will contact you on the first morning of their absence to find out why.

All parents can request a 'leave of absence' for their child which gives them permission to be absent from school. Leaves of absence must be applied for before your child will be absent and will only be granted in exceptional circumstances.

Your child's headteacher has the final say over whether to approve the request and how long your child can be absent.

Their decision will be made after considering the specific facts and circumstances behind your request. It is our policy to not authorise leave but we do look at individual cases.

Can I take my child on holiday during term time?

Parents should plan their holidays around school breaks and avoid requesting leaves of absence for holidays unless it is unavoidable.

As leave of absence is only granted in exceptional circumstances, it is unlikely that your child's headteacher will agree a leave of absence for a family holiday.

If permission is refused and you keep your child off school on the days requested, you are likely to be committing an offence and be issued a fixed penalty notice or be prosecuted by your local authority.

**Thank you for your support in helping to raise
our school attendance.**

Term Dates 2024/2025

Term 3 2025

School Holiday Monday 17th February – Friday 21st February

Term 4 2025

Pupil Term Monday 24th February – Thursday 3rd April

Inset Day Monday 31st March

School Holiday Monday 7th April – Monday 21st April

Term 5 2025

Pupil Term Tuesday 22nd April – Friday 23rd May

School Holiday Monday 26th May – Friday 30th May

Term 6 2025

Pupil Term Monday 2nd June – Wednesday 23rd July

Inset Day Friday 27th June

Inset Day Wednesday 23rd July

The school is closed to pupils on INSET days.