

Attendance



Good attendance is the key to success for our children.

At Easterside Academy, we take attendance very seriously and pride ourselves on continuously striving for above national average yearly attendance.



Parents

It is the **legal responsibility** of parents/carers/guardians to ensure that their child attends school every day.

Parents have a vital role to play. Through teamwork and good communication systems between school and home, our aim is to work together to ensure that we give our children the **best life chances** possible.

Understanding attendance marks

Whilst we would like all children to have 100% attendance, we realise that this is not always possible. As a parent/carer you can ensure your child has good attendance (97% or above) by:

• **Making all doctor and dentist appointments outside of school time** where possible (we require evidence of all appointments during school hours). If an appointment must be made, it is expected that pupils come to school before the time of the appointment and return after the appointment.

• **Avoiding taking holidays during term time.** Holidays in term time are unable to be authorised.

• **Contacting the school** to let us know why your child is absent if your child is unwell by phoning **01642 273006**. If you leave a message please leave the following details:

- Your child's name
- Their class
- The full reason for absence



Absence

Did you know there is a direct proven link between pupil achievement at school and their attendance over time?

Any absence from school can have a detrimental effect on a child's future progress and continuity of learning. Regular absence can have a significant impact on achievement.

It is the parent's responsibility to inform school of the reason for a child's absence. Parents can call the school office on 01642 273006. If we have not received a reason for absence by 8:30am on the first day of absence, a member of the Attendance Team will try to phone and/or message you. If school do not have contact with you, a member of the team will visit your home.

We may request information when the child returns to school, in the form of a note and any medical evidence such as prescription, appointment card etc.

Authorised Absence – this is an absence that has been agreed with the school, with relevant evidence provided. This is at the discretion of the Principal.

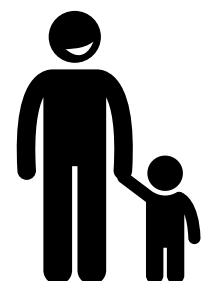
Unauthorised Absence – this is an absence for which a suitable reason, or relevant evidence, has not been provided and so the absence is not authorised.

% Attendance - this is your child's individual attendance percentage based on their attendance to date since the start of the school year in September.

The table below shows an example of the amount of lost learning due to pupil absence:

Explanation of Annual (%) Attendance	
Attendance	Days missed over a year
100%	0 days missed over a year
95%	10 days
90% - Persistent Absence Threshold	19 days
80%	38 days
70%	57 days

Attendance of 90% or below is considered as Persistent Absence which will be closely monitored by school staff.



Helping us to help you

Barriers to attendance are always much quicker to resolve when we can come together to discuss, with the shared goal of getting the pupil into school.

If there is a pattern of absence that we as a school or you as a parent/guardian/carer notice such as regular absence on a certain day, it is important to get together and discuss what we can do to overcome any challenges or barriers that may be preventing your child from attending.

If there has been any anxiety or worry about attending for any reason, it is important that we get the pupil and you as a parent/guardian/carer in to prepare a plan to support your child moving forward.

If a pupil has a sniffle, we ask for your support in being resilient with getting your child into school – in the same way that we would be resilient in getting to work.

School will monitor attendance on a regular basis. If your child's attendance falls to 93%, then school will closely monitor, and if appropriate arrange a meeting to discuss attendance and ways to support you and your child.

If attendance continues to decline then school will seek support from the education welfare officer (EWO) and/or the local authority.



Punctuality Matters

Good attendance isn't just about being present at school – it's also about being on time.

Parents and carers have a vital responsibility to ensure that their child arrives at school punctually and stays throughout the school day.

Children who are late for school, will receive a late mark on the register.

Start Times

EYFS & Key Stage 1: Classroom doors open at **8:45am**. All pupils should be in class and ready to begin learning by 8:50am.

Key Stage 2: Doors open at **8:40am**, with all pupils expected in class by 8:45am.

If your child arrives after the doors have closed, both parent and child must report to the school office to sign in.

Why Being on Time Matters

As a parent or carer, it is your legal responsibility to ensure that once your child is registered at a school, they attend regularly and punctually.

When a child arrives on time:

- The day starts smoothly with a calm and organized registration.
- Pupils benefit from morning starter activities that support learning.
- Children settle into their routines, feeling prepared and focused.
- Everyone receives the same important instructions, updates, and explanations – ensuring no one misses out.



When a child arrives late:

- It disrupts the learning of the whole class.
- Valuable teaching time is lost.
- Teachers must repeat instructions, delaying progress for others.
- The late child may miss key teaching points, group discussions, and collaborative learning opportunities.
- Many children feel anxious, embarrassed, or unsettled when walking into a lesson late, which can affect their confidence and concentration.



Keeping you up to date and celebrating your child's attendance

We will regularly inform you about your child's attendance and absence levels through parent evenings and SMS messages.

Attendance is readily available to all parents using the MyChildAtSchool app.

Attendance and punctuality is recognised and celebrated every Friday in assembly.

Attendance is shared weekly on Dojo and on the weekly newsletter.

Attendance newsletters will be sent home every half term.

Attendance will be shared in school reports.

There are attendance celebration events every half term for children with excellent attendance.

School will celebrate improved attendance.



How Parents/Carers Can Help

- Keep a regular bedtime and morning routine.
- Prepare clothes, bags, and essentials the night before.
- Set alarm clocks.
- Set off early to allow plenty of time.
- Plan ahead for medical appointments, outings, and holidays so they don't fall during school hours.
- Contact us on the first day of any absence. If you're finding it hard to get your child to school, please let us know so we can help.



Where can I get advice and help?

- If you need support in relation to your child's attendance, help is available.
- Please make an appointment with the school to discuss your concerns.
- Most difficulties can be resolved by us working together in partnership, but if further support is required, we can signpost you to other agencies that might be able to support.

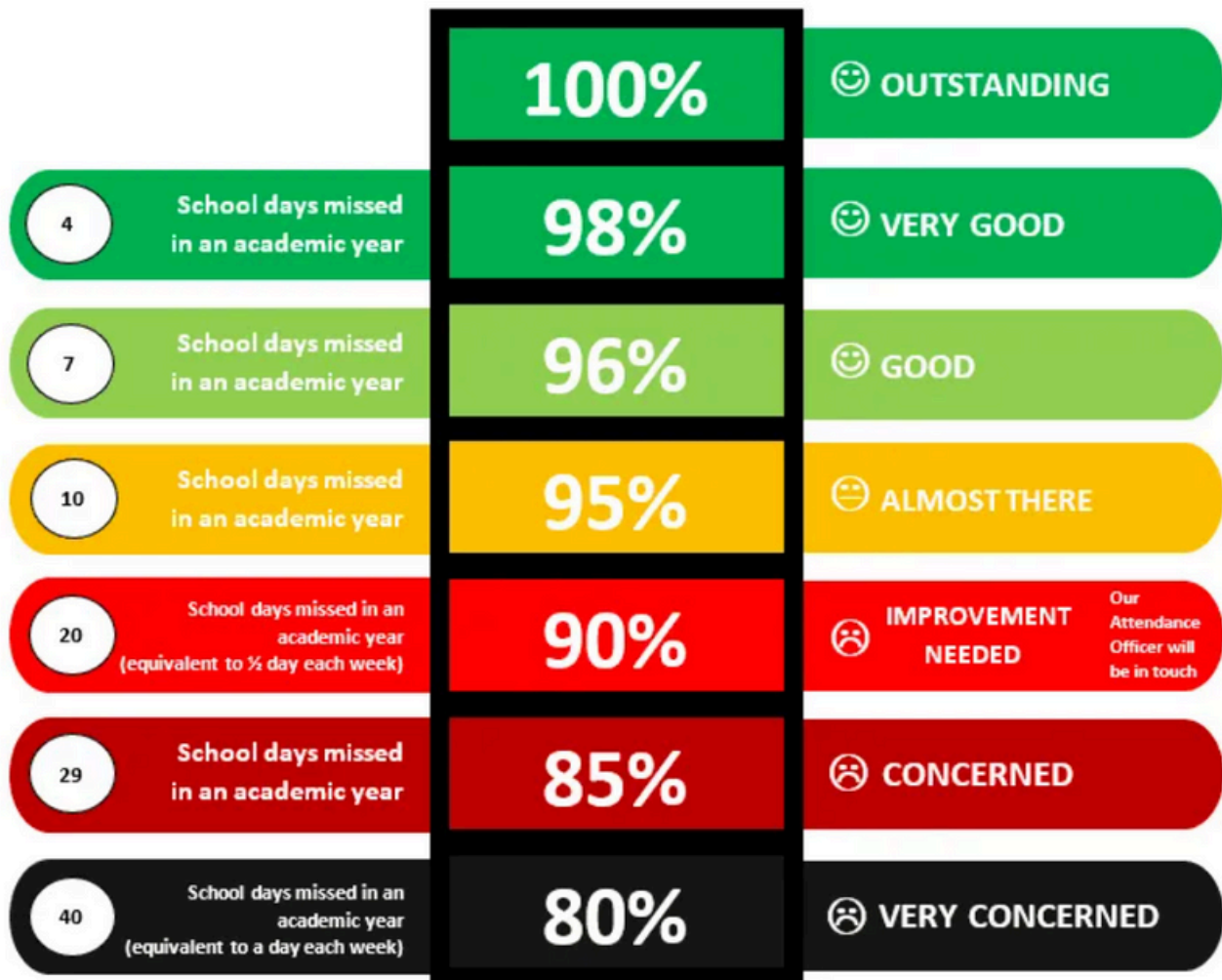


Mrs Southern
Assistant Vice Principal
& SENCo



Mrs Brewster
Parent &
Pupil Support Adviser

Attendance Ladder



Did you know that just eight days off school in a year can cause your child's attendance to fall below the national expectation of 96%?

