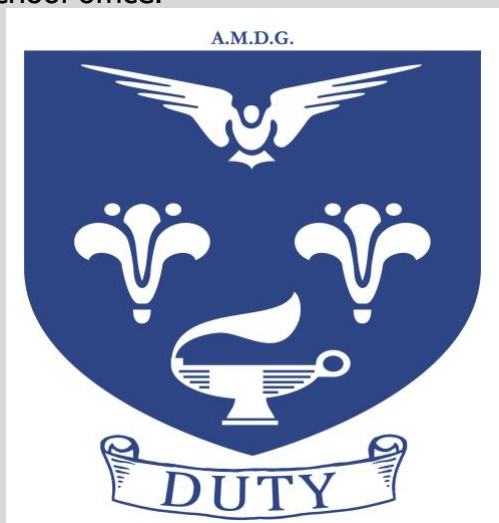


What should I do if my child is absent from school?

By law, schools must record absences and the reasons given. You are therefore required to contact the school immediately if your child is absent.

The school office should be informed of absences known in advance, such as medical appointments. If you wish to request a longer absence – which may or may not be authorised (see overleaf) – please use a Leave of Absence form available from the school office.



Attendance Brackets:

97%-100% Excellent Foundation

95%-96.9% Satisfactory

90%-94.9% Cause for Concern

Below 90% Severe vulnerability triggering supportive intervention.

The School Day

8.00-8.40 a.m. Before School Care

8.40 a.m. Children Admitted on Site

8.55 a.m. Start of School Day

10-10.45 a.m. Split Breaktime for Infants and Juniors

12.00-1.15 p.m. Lunch Time

2.55p.m End of Day (Pre-Prep)

3.00p.m End of Day (Infants)

3.15p.m End of Day (Juniors)

3.15-5.15 p.m. After School Care

Ursuline Preparatory School, Warley.

School address:

**Ursuline Preparatory School,
Great Ropers Ln,
Warley,
Brentwood
CM13 3JW**

Tel: 01277 2277152

Email address:

secretary1@ursulineprepwarley.co.uk
attendance@ursulineprepwarley.co.uk

Our Senior Attendance Champion with lead responsibility for attendance is:

Ms Jackson

Mrs Lawn

Attendance

Good attendance is vital for a child's academic success, social growth, and future well-being. Students who have above 97% attendance, build strong learning foundations, form healthy friendships, and develop reliable daily habits that prepare them for adult life. The Government writes that missing school has a clear impact on attainment, progress and confidence.

*As a school we are aiming for **above** 95% throughout our school year. We can do it!*

For all children to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day that the school is open unless the reason for the absence is unavoidable. Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning.

Our Attendance Policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued.
- Raising awareness of the importance of good attendance and punctuality.
- Ensuring that attendance is monitored effectively, in line with Government and Local Authority requirements, and reasons for absences are recorded promptly and consistently.
- Working in partnership with parents/carers so that they are aware of their own child's attendance record and the impact that this is having on their education.

The school's Attendance Policy is published on the school website, or is available from the office. We are always pleased to support pupils and their families to ensure regular attendance at school.

Understanding different types of absence

Every half-day absence from school has to be classified by the school, as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, and is a legal requirement.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical or dental appointments and religious commitments which unavoidably fall in school time, as well as emergencies or other unavoidable cause.

Unauthorised absences are those which the school and the governors, following Government regulations, do not consider reasonable and for which no 'leave' has been given.

Unauthorised absence includes:

- parents/carers keeping children off school unnecessarily e.g., because they had a late night or for non-infectious illness or injury that would not affect their ability to learn;
- truancy before or during the school day
- absences which have never been properly explained;
- children who arrive at school too late to be registered (30 minutes after the register opens);
- shopping trips;
- looking after other children or children accompanying siblings or parents to medical appointments;
- their own or family birthdays;
- day trips;
- holidays in term time, including any arranged by other family members or friends.

Please see the Attendance Policy for full details of which circumstances will **not** be authorised.

Holidays in Term Time

There is no entitlement in law for pupils to take time off during the term to go on holiday.

The law specifies that headteachers may not grant any leave of absence during term time unless there are "exceptional circumstances". The School Attendance (Pupil Registration) (England) Regulations 2024 state that "the need or desire for a holiday" is not considered an exceptional circumstance.

Please speak to the school or email the attendance officer if you need more information about the attendance.