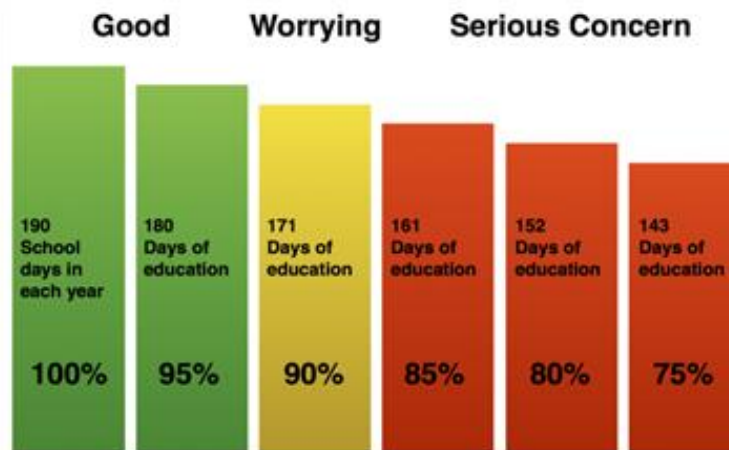


## School attendance – September 2025

At Cirencester Primary School we are totally committed to promoting the welfare and learning of your child through regular school attendance. We know that every day lost to education can have a serious impact on your child's attainment and overall progress in school. If your child is to reach his or her full potential it is important that they attend regularly and are punctual. Please make non-essential appointments out of school hours and try to avoid absences for illness unless completely necessary. Children usually cope fine in school with coughs and colds so please send them in and we can send them home if they are too unwell and not coping with the school day. Please see the guidance entitled 'Is my child too ill for school?' on our school website.

Pupils whose attendance is below 90% are classed as a 'Persistent Absentees' and Gloucestershire County Council are aware of who these pupils are. The school Attendance Officer will contact parents of children whose attendance falls below this percentage, or pupils whose punctuality is a concern, to offer support to raise the attendance of the pupil involved. If the pupil's attendance does not improve to a satisfactory level after this support is offered a more formal process will begin due to the risk of prosecution for poor attendance.



The 'Working Together to Improve School Attendance' guidance, released in August 2024, emphasises a 'Support First' ethos, and recognises that *'the barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families... [It] is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances.'*

If you are concerned about your child's attendance, then please contact Mrs C Baggus [ceribaggus@cirencester-pri.gloucs.sch.uk](mailto:ceribaggus@cirencester-pri.gloucs.sch.uk) (Attendance Champion) or Mrs C Walsh [cwalsh@cirencester-pri.gloucs.sch.uk](mailto:cwalsh@cirencester-pri.gloucs.sch.uk) (Family Support Worker) as soon as possible so that barriers to attendance can be understood, and appropriate support can be put in place to support you, your family, and your child to prevent further absences.

### Punctuality

The school entrances are closed at 8.50am each day so please ensure that your child has arrived at their assigned entrances by this time so they can enter their classrooms with their peers. Many children find arriving late through the office entrance, even by a couple of minutes, a disruptive start to their day and this can affect their learning in class. Pupils arriving after 8.50am will be recorded with a late mark and after 9.20am this is recorded as an unauthorised absence. Persistent lateness can result in a penalty notice.

### **Reminder of how to report a pupil absence**

Parents/carers must let the school know by telephone on 01285 658550 or e-mail:

[receptionist@cirencester-pri.gloucs.sch.uk](mailto:receptionist@cirencester-pri.gloucs.sch.uk) **before 09:00** on the first day of absence if their child is absent, with a valid reason as to why they will be absent and when they are expected to return. If your child returns to school later than first expected then please update the office with this information.

If a pupil is absent from school and a reason has not been given by the parent/carer by 09:00 the process below is followed. Due to the findings from serious safeguarding case reviews, unexplained absences are likely to result in a welfare check to the pupil's home by the school and potentially even the police.

Office staff to attempt calling the parent/carer by 9.30am



If there is no answer office staff will attempt to call all other contacts listed for pupil



If school staff are unable to make contact with parents/carers by 10.30am a member of school staff will visit the pupil's home to carry out a welfare check.



If the whereabouts of the child has not been determined after a home visit, a member of SLT will call Gloucester Inclusion Service for advice (01452 328761)



If the pupil's location is still unknown then school will contact the local police station on 01452 907200 and highlight any existing safeguarding concerns. Police may then complete a 'safe and well check' for the child.

### **Holidays in term time**

The law (The Education (Pupil Registration) (England) Regulations 2006) states that parents/carers do not have a right to take their child(ren) out of school for a holiday in term time. As a school, we follow this law along with guidance from Gloucestershire County Council with regards to holidays in term time.

Holidays in term time will only be approved in exceptional circumstances such as:

- For service personnel and other parents/carers who are prevented from taking holidays outside term time by their employers;
- When a family needs to spend time together to support each other during or after a crisis.

Holidays requested for the following reasons will not be authorised. Penalty notices of 10 sessions (a morning and afternoon each count as one session) or more are likely to be issued by GCC in these instances:

- The availability of cheap holidays;
- The availability of the desired accommodation;
- Poor weather experienced during school holiday periods;
- An overlap with the beginning or end of term.

**Please note that when we finish at 1.15pm on the last day of each long term, the afternoon session still counts as a session missed as it is a scheduled school day.**

If the parent/carer wishes to apply for permission from the Head Teacher, a leave of absence form must be completed well in advance of the proposed dates. Holidays cannot be authorised retrospectively.

**Please re-read the important attendance letter from September 2024 which detailed the changes to Penalty Notices for unauthorised absences and the inclusion of a new 'Notice to Improve' system. This can be found on our school website**

<https://www.cirencesterprimaryschool.co.uk/page/?title=Attendance&pid=60>