



Ely St Mary's C of E Junior School

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(Absence, Dinners, Uniform, Clubs, Medicines, Contact Details, School Pick-up)

Website: <http://elystmarys.demat.org.uk>

September 2025

Attendance Matters 2025-26

Dear Parents and Carers,

At the start of this new school year, we would like to share our expectations regarding school attendance. We are very proud of the high attendance rates at Ely St Mary's and greatly appreciate your support in ensuring that all our children are able to enjoy their time at school in lessons, sport, recreation, or on trips and visits.

Introduction

Regular and punctual attendance is key to our pupils' success, and we regard this as being of the utmost importance. If your child is going to be absent for any reason, we would ask that parents keep us informed, and that they also monitor their children's ongoing attendance record.

Before making a request for an avoidable absence, please reflect on whether it can be avoided and the effect it may have on your child's education. If your child is absent unexpectedly / at short notice, we would ask that you notify us on the day and that you complete and submit the form retrospectively.

At Ely St Mary's, we are always happy to discuss any concerns and to offer the support of our Attendance Champions and Pastoral Support Workers to ensure our pupils are able to attend school and thrive.

Holidays

Parents and carers do not have an automatic right to take children out of school during term time. A request can only be made by a parent or carer who has Parental Responsibility and with whom the child normally lives.

Any holiday during term time must be requested in advance by completing the **Request for Term Time Leave Form**, available on our school website or from the school office. Before submitting a request, parents and carers should be aware of the legal limitations set out below.

If a pupil takes unauthorised term-time leave for 10 consecutive sessions or more (generally 5 days) they will be subject to a Penalty Notice. The fine for a penalty notice is £80 per child, per parent/carer, increasing to £160 if not paid after 21 days but within 28 days for pupils who are of statutory school age. If a penalty notice remains unpaid, parents may be the subject of court proceedings for failing to ensure the regular school attendance of their child and this could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months per parent.

For second offences of unauthorised term-time leave (10 consecutive sessions or more) within a three-year rolling period, the fine is a flat £160 per parent, per child.

For the third offence in a three-year rolling period, the referral will be automatically considered for prosecution in relation to Section 444 Education Act 1996.

Illness

If your child is unable to attend school due to illness, please inform us **before 9am** on the day of absence and again on each subsequent day.



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You can do this by:

- Phoning **01353 662163** and leaving a message on the answerphone
- Speaking directly to a member of the Office Team from **8:30am**
- Emailing the school office

This ensures we can account for every pupil promptly and accurately.

Our Office Team will work with you to make sure your child's medical needs are fully understood and supported. They are happy to administer medication (with prior agreement) or discuss temporary adjustments, such as altered start or finish times, if required to support your child's smooth return to school.

Medical Appointments

We expect routine medical and dental appointments to be arranged **outside school hours** or during **lunchtimes**, wherever possible, to avoid pupils missing lessons. If your child has a hospital appointment, please inform the school office in advance. Depending on the time and location of the appointment, we would expect pupils to return to school as soon as possible afterwards. If they do not return, office staff will contact parents to discuss whether the absence can be authorised. We would also be grateful if you could provide sight of the appointment letter or reminder text so we can update our registers.

If a parent or carer has a medical appointment and no one is available to drop off or collect a child, **Active Play Education** provides wraparound care before and after school every day. Sessions can be booked directly via their website. If this is not feasible, please complete an absence request form and provide evidence of the appointment for our attendance records.

Absences for other reasons should also be requested, with as much notice as possible, by completing the [Term Time Leave Request Form](#).

Safeguarding and Welfare

The safeguarding and welfare of our pupils is our highest priority, and we ask for your full cooperation in keeping us informed of any absences or attendance concerns.

If we are unable to confirm a pupil's whereabouts with their family via text, telephone, or email, our leadership and pastoral staff will routinely carry out home visits. Where necessary, we may also liaise with external agencies to help us ensure the safety and wellbeing of all pupils.

Thank you for your support and understanding in helping us keep every child safe.

Working in Partnership

Please take the time to read our updated [Attendance Policy](#), which sets out how we work alongside parents and carers to support excellent attendance for every child. If you have any questions or comments, our Office Team will be happy to help.

Maximising each child's attendance is one of the most effective ways we can give pupils the best possible chance of success in their learning. We greatly value our partnership with families and look forward to working together to ensure that every pupil can thrive.

Yours sincerely,

Miss R Gardner
Interim Headteacher



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