

May 2026

John Ray Infant

Absence line:

01376 323 071



Helping to create a pattern of regular attendance is the responsibility of parents, children and all staff members of the school:

- To help us all to focus on this we will:
- Submit a daily attendance return to the Department of Education, in line with the legal expectations placed on all schools;
- Build strong relationships and work jointly with families;
- Give parents/carers details on attendance in our newsletters;
- Promote the benefits of high attendance;
- Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence, as required by law;
- Report to parents/carers regularly on their child's attendance and the impact on their progress;
- Celebrate excellent attendance by displaying and reporting individual and class achievements;
- Reward good or improving attendance;
- Contact parents/carers should their child's attendance fall below the school's target for attendance
- Parents/carers to reassure your child that you and the school will work together to provide help and support for any problems that may arise
- Parents/carers to attend parents' evenings to discuss progress

Lateness

Poor punctuality can contribute to irregular school attendance patterns. Good timekeeping is a vital life skill which will help children as they progress through their school life and out into the wider world. Pupils who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and embarrassed, miss vital work and important messages from their class teacher.

How can we manage lateness

- The school day starts at 8.45am
- Registers are taken at 8.50am
- Children arriving after 8.50am in the infants are required to come into school via the school office. An L code will be added to their registration and the reason for the lateness is recorded
- At 9.25am the registers will be closed. In accordance with the Regulations, if your child arrives after that time, they will receive a code U, this will not count as a present mark, and it will mean they have an unauthorised absence
- The school may contact parents/carers regarding lateness
- Unauthorised lateness could result in the school completing a referral to the Local Authority for sanctions and/or legal proceedings. If your child has a persistent late record, you will be asked to meet with Mrs Christian or Mrs Price to discuss the barriers which may be affecting your child coming into school on time. You can approach us at any time if you are having difficulties getting your child to school on time. We expect parents and staff to encourage good punctuality by

being good role models to our children and as a school, we celebrate good class and individual punctuality.

Monitoring attendance

We monitor children's attendance in a range of ways - daily, weekly, half termly, termly and annually. When doing this we are looking for patterns in children's attendance such as odd days off, the same days off, siblings' attendance. Attendance is crucially important for children's success at school; this includes social as well as academic success.

Attendance Letters

Each fortnight we look at whole school attendance, including all the reasons for absence, and we will contact, by letter, those parents whose child has an attendance level below 93%. We currently have 38 children whose attendance is below 90%, which is classed as Persistent Absence. This is more than a whole class. We become concerned when a child's attendance is nearing 90% and we begin to monitor this more closely. If your child's attendance falls between 93% - 90%, we will invite you in for a meeting to discuss attendance and to see what support may need to be in place. It is important extremely important to attend any meetings you are invited to. In cases 90% or below, we will unauthorise any further absences without a form of medical evidence. Accepted forms of medical evidence include prescribed medication with the child's name and date this was prescribed clearly visible/GP or hospital appointments, such as a text message or letter. We aim to work with parents/carers to help improve a child's attendance so that all children can benefit from being in school regularly and achieving their full potential.

Where can I get help and advice?

If you need support in relation to your child's attendance, please do not hesitate to contact us and arrange an appointment. We are here to help and support. If you're experiencing difficulties getting your child to school, or have concerns about their attendance, please don't hesitate to contact us.

Please find below a link to the Essex Child and Family services

[Family Support - Essex Child and Family](#)

What does the law say I must do as a parent/carer?

Once your child is registered at a school, you are legally responsible for making sure they attend regularly. This means your child should not have any unauthorised absence as this would constitute an offence in law. When attendance doesn't improve after support or, when a minimum of 5 days unauthorised holiday/leave is taken, legal action can be taken.

Holidays and other absences

Please submit an exceptional leave of absent form prior to the absence. This can be collected from the school office. Please see below a link to Essex penalty notices.

[School attendance and absence: Penalty notices | Essex County Council](#)

Planned absences (medical or dental appointments)

Please email proof of the appointment to johnrayinfant@compassps.uk . If your child's medical appointment is first thing in the morning and your child normally has a school dinner, please inform the school office their lunch choice for that day.

Year group totals

Reception – 94.2%

Year 1 – 94.4%

Year 2 – 94.9%

Attendance winners this week – Squirrel and Kestrels with 98.1%

Descriptor	Threshold attendance	Actual attendance	Whole days of absence	Learning Hours Lost
Excellent	100%	190 days	0	0
	99%	188 days	2	10
Good	98%	186 days	4	20
	97%	184 days	6	30
	96%	182.5 days	7.5	37.5
Cause for Concern	95%	180.5 days	9.5	47.5
	94%	179 days	11	55
	93%	177 days	13	65
	92%	175 days	15	75
	91%	173 days	17	85
Unsatisfactory	90%	171 days	19	95
	89%	169 days	21	105
	88%	167 days	23	115
	87%	165 days	25	125
Serious cause for concern	86%	163 days	27	135
Critical	85%	161.5 days	28.5	142.5
	84%	159.5 days	30.5	152.5
	83%	158 days	32	160
	82%	156 days	34	170
	81%	154 days	36	180
	80%	152 days	38	190



Should I keep my child off school?



Yes

	Until...
Chickenpox	at least 5 days from the onset of the rash and until all blisters have crusted over
Diarrhoea and Vomiting	48 hours after their last episode
Cold and Flu-like illness (including COVID-19)	they no longer have a high temperature and feel well enough to attend. Follow the national guidance if they've tested positive for COVID-19.
Impetigo	their sores have crusted and healed, or 48 hours after they started antibiotics
Measles	4 days after the rash first appeared
Mumps	5 days after the swelling started
Scabies	they've had their first treatment
Scarlet Fever	24 hours after they started taking antibiotics
Whooping Cough	48 hours after they started taking antibiotics

No

but make sure you let their school or nursery know about...

Hand, foot and mouth	Glandular fever
Head lice	Tonsillitis
Threadworms	Slapped cheek



SCAN ME

Advice and guidance

To find out more, search for health protection in schools or scan the QR code or visit <https://qrco.de/minftec>.

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We hope this information has helped to provide some clarity about the systems, policies and procedures we use to promote good attendance and punctuality as well as our important work we do to safeguard your children.

ATTEND TODAY ACHIEVE TOMORROW

