MOMENTS MATTER, ATTENDANCE COUNTS.

ATTENDANCE MATTERS (14)

July 2026

Elmbridge Primary

As we reach the end of another year, we would like to thank you for your continued support with attendance. Our end of year attendance is 95.5%.

Our attendance policy is reviewed annually in line with Government guidance. To view our policy, please visit the school website but for ease here is our 'Attendance Blueprint'.

- The expectation for ALL our pupils is that they:

    1. **Attend regularly**
    2. **Be punctual**
    3. **Be ready to learn**

- The definition of '**regularly**' is every time the school is open.

- Children should attend school unless they are **genuinely too ill to attend**, or have the absence authorised by the head teacher.

- Parents and carers should only ask for a leave of absence from school in **exceptional circumstances;** these are defined as those that are rare, significant, unavoidable and short. This should be no less than 10 days before commencement of leave

- The school will inform parents of their children's absence throughout the academic year and **provide support** to help remove barriers to regular attendance.

- Pupils whose attendance falls below 90% are **persistently absent;** this equates to missing 19 or more days per academic year. This level of absence will affect both their learning and well-being. Support will be put in place for pupils at risk of being persistently absent.

- Pupils who are regularly late miss learning time and **disrupt the start of the day** for both themselves, their peers and the teachers. All pupils should aim to be onsite at or before 8:45am.

The table below shows the levels of attendance, and this means for the pupil.

	Attendance	Number of missed days	Description
Excellent	Attendance is 99% or higher	Up to 7 days	Very few learning opportunities are missed
Good	Attendance is above 96%	Up to 13 days	Some learning is missed, but pupil should be able to catch up
Room for Improvement	Attendance is below 96%	Up to 19 days	Absence will begin to have a negative effect on pupils learning and well-being
Cause for Concern	Attendance is below 90%	More than 19 days	Absence will have a significant negative effect on pupils learning and well being

Who can support me?

- Our school attendance champion is Mrs Victoria Toppin (vtoppin@elmbridgeprimary.co.uk).
- You can speak to your child's teacher about attendance at any time.
- You can speak to any of the school's pastoral team.
- You can speak to Mrs Holliday, Mr Tharia or Mr Riddle.
- You can speak to anyone at school who will be pleased to advise and help you ensure your child attends school regularly.

We wish you all a wonderful spring break and will look forward to welcoming everyone back for the start of the new academic year on **Wednesday 2nd September 2026**.