

ATTENDANCE NEWSLETTER



SPRING
2025

Ellington Attendance

ATTENDANCE TARGET 2024/25

Our target as a school is to achieve at least **96%** attendance this academic year. Currently, our whole school attendance stands at **96.2%**. This is 1% higher than our attendance figure at this point last academic year!

TERM TIME LEAVE OF ABSENCE

If you wish to take your child out of school, you must complete a leave of absence request form (available from the school office) at least 14 days in advance. This includes taking your child out of school early during the school day, for example leaving early on a Friday afternoon.

PENALTY NOTICES

As per Government guidelines, penalty notices are now being issued for unauthorised absence. So far, 3 penalty notices have been issued to families.



Punctuality

Classroom doors open at 8:40am each morning. **Our school day starts at 8:45am.** Please ensure your child is punctual for school each day as lateness is a very disruptive start for the whole class. Since January, we have lost **over 20 hours** of learning to lateness.



Reminder: Appointments

We ask that medical appointments are taken outside of school time where possible. If your child needs to attend a medical appointment during the school day, please contact the school office. You may be asked to provide an appointment card.



Upcoming Dates

- Easter Holiday: April 12th -27th
- May Bank Holiday: May 5th
- May Half Term: May 24th - June 1st
- Summer Holiday: July 19th - August 31st