



Ormiston Cliff Park
PRIMARY ACADEMY

**Attendance at
Ormiston Cliff Park Primary
Academy
2026**



ACHIEVING MORE TOGETHER

Good attendance and punctuality are vital for success at school. Good attendance and punctuality help to establish positive life habits that are necessary for future success in life.

With good attendance, children have a better chance of:



Achieving to their full potential



Building friendships and developing social groups



Developing life skills



Engaging in essential learning and other school social events

There are 365 days in the calendar year of which there are:

- 190 school days
- 175 non-school days

Good attendance means...being in school at least 96% of the time which equates to at least **182 days** in the school year.



Top Tips to Support Attendance

- A** • Get into good routines: start the year right and make attendance a priority.
- B** Talk about school at home: ask your child what they're learning, how their friends are and how they're getting on. Encourage them to tell you about the good and the bad!
- C** Show an interest in school and education by going to parents' meetings and other school events.
- D** Take family holidays during school holiday time only.
- E** • Don't let your child take time off school for minor illnesses: particularly those that would not stop you from going to work.

If you are having any difficulties with attendance, please give the school a call to talk about how we can help you and your child.

If you'd like further information regarding attendance at our Academy, please see our **Attendance Policy** – downloadable from the Academy website: www.ocppa.co.uk



What do I need to know about holidays/ leave of absence during term time at OCPPA?

Holidays/ Leave of Absence during term time will not be authorised, except in very exceptional circumstances at OCPPA.

All parents must complete a Leave of Absence form at least 4 weeks in advance of the time requested for consideration by the Principal and they will be invited to an appointment in the Academy to discuss the request.

Please note that taking a holiday in term time may result in a Fixed Penalty Notice being issued by the Local Authority.

What does the law say?

Parents have a legal responsibility to make sure their children are in education from the term after they are five years of age until the end of the June in the year that they turn 16 years old.

All children of compulsory school age – between 5-16 – must receive a suitable full-time education. As a parent, you are responsible for ensuring that this happens, either by registering your child at a school or by making appropriate alternative arrangements.

Once you have registered your child at a school, you are legally responsible for ensuring that your child attends school regularly.

Attendance Matters



Why is good attendance important?



DID YOU KNOW? A two week holiday in term time means that the highest attendance you can achieve is 94.7%

Good attendance helps our children to learn the knowledge and skills vital to help them develop as successful learners academically, socially and emotionally.

What is the impact of low attendance at school?

- ◆ It is hard for children to catch up on work missed. This quickly affects their learning and leaves gaps in their understanding.
- ◆ It gets in the way of building strong, positive friendships and makes them more at risk of spending time with bad influences.
- ◆ Children miss out on the structure and routines of school which are important practice for adult life.
- ◆ Ultimately it affects exam results, and this means they have less choice about further education and careers.

Punctuality

Good attendance doesn't just involve being at school, it also involves punctuality. Parents have a responsibility to ensure that their child arrives at the Academy on time and completes 'full' school days.

All children are expected to be **in their classrooms before 8.50am** every day. **Gates open at 8.30am.**

Celebrating Attendance at OCPPA

At OCPPA we celebrate good and improving attendance in several ways to encourage and support all of our children to make the best of all the opportunities they can.

Here are some of the ways in which this takes place within the Academy:

- Attendance stickers
- Improving attendance Golden book nominations
- Weekly whole Academy celebration – highest attending class gets a reward and certificate.
- Termly awards for 100% attendance:
 - Bronze for 1 term
 - Silver for 2 terms
 - Gold for 3 terms
- Termly awards for good attendance (98%+)



Can my child ever be absent?

When a child is absent from the Academy, this will be classified as either 'authorised' or 'unauthorised'.

Authorised absences are only permitted for valid reasons such as:

- ⇒ Illness- where your child is too ill to attend the academy.
- ⇒ Medical or dental appointments
- ⇒ Religious observances
- ⇒ Family bereavement



Wherever possible, parents should always try to arrange medical and dental appointments during school holidays or after school hours.

Unauthorised absences are those which are not considered essential or reasonable and therefore will be recorded in this way.

Unauthorised absences may include reasons given such as:

- ⇒ Forgetting school term dates
- ⇒ Oversleeping
- ⇒ Holidays
- ⇒ Birthdays
- ⇒ Absences which have not been explained
- ⇒ Arriving at school after the register has closed
- ⇒ Leaving school for no essential reason during the day

How do I report an absence?

Parents must inform the Academy as early as possible on the first day of any absence and give the reason for the absence.

The Academy phone number is: 01493 661523



Medical evidence will be requested if a child has repeated absences for illness.