

Attendance Matters

A guide to Attendance at Langwith Bassett Junior Academy
Last reviewed September 2025



Aims and principles of excellent attendance

- The academy is committed to maximising the achievement of all students/pupils.
- There is a clear link between excellent attendance and educational achievement.
- Regular and punctual attendance is vital if students/pupils are to benefit fully from the academic, personal and social opportunities which are offered to them within the academy.
- Parents/carers play an important role in supporting the academy and encouraging students/pupils to reach excellent attendance levels.
- A broad and balanced education is dependent on regular attendance at the academy,
- The academy will take appropriate action to promote and encourage excellent attendance.

What our academy expects of our students/pupils:

- To attend regularly.
- To arrive on time, appropriately prepared for the day.
- To report to reception and sign in should they arrive after 8.45am. Younger children must be accompanied by an adult.

Attendance Awards

- We promote excellent attendance as a high priority and seek to celebrate outstanding/improving attendance.
- Attendance figures are shared in assemblies.
- Certificates are awarded for good or better attendance at the end of each half term.
- Recognition is made of improving attendance for individuals/groups of students/pupils.
- Excellent/improving attendance is shared with parents/carers through assemblies and correspondence with home.
- Attendance figures are recorded on the monitoring reports sent to parents/carers and excellence / improvement is praised by group tutors.
- Bronze, Silver and Gold citizenship awards recognise good attendance along with other aspects of academy life.



Holidays in Term Time / Leave of Absence

Since September 2013, leave of absence during term time can not be granted unless there are **exceptional circumstances**. Parents/carers are requested to complete the Leave of Absence request form prior to the leave of absence period in question and include any additional information regarding the circumstances leading to the request.

Exceptional Circumstances include:

- funerals or weddings of immediate family members (maximum 3 days)
- to visit a terminally ill relative
- forces staff returning from abroad
- compassionate leave
- performance at representative level (County/National) with accompanying letter from the relevant body

Parents/carers who remove their children from the academy without authorisation or do not return their child to the academy on the agreed date following an authorised period of leave of absence, may face a Fixed Penalty Notice Warning (FPN) which could lead to a fine/prosecution under section 444(1) of the Education Act 1996

The academy is legally required to forward all unauthorised term time holiday applications to the local authority for consideration of an FPN. This also applies to periods of absence where there are reasonable grounds to suspect a term time holiday has taken place.

Absence from the Academy Premises

Pupils leaving the premises during the morning or afternoon session may only do so legitimately if they have parental permission expressed as a request to the academy.

If the reason for leaving is to attend an appointment, it is important that they bring the actual appointment card. Where possible medical appointments should be made outside of normal academy hours.

For health and safety reasons parents/carers are required to collect pupils from Reception.

Pupils should sign out and sign back in if they return on the same day.

ATTENDANCE RATES 190 school days each year		
95% - 100% - Good	85% - 94% Worrying	Less than 85% SERIOUS CONCERN
Best chance of success Gets your child off to a flying start	Less chance of maximum success Makes it harder to make strong progress	Your child may find it hard to maintain continuity of learning. Possible court action and a fine
175 non - school days a year 175 days to spend on family time, visits, appointments and holidays		

Any questions?

The full Attendance policy is available on our website. Please feel free to contact your child’s teacher or Mrs Bacon if you require any more information about attendance at Langwith Bassett Junior Academy. We are always happy to help.

Contact Us

Langwith Bassett Junior Academy

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