



Attendance - things you should know

Attendance Rewards

We reward our students every month as well as each Term for their excellent attendance., e.g. PRIDE points, certificates



Times of the Day

Pupils are expected on site no later than 8:35am for Morning Registration starts at 8:40am.

Pupils arriving after 8:40am will receive a late mark (L code)
Pupils arriving to school late after 9:10am will receive an unauthorised late mark (U code). *This is an unauthorised morning absence and will impact upon your child's level of attendance. Parents can be fined for 10 sessions of unauthorised lateness.*

Afternoon registration (Period 5) starts at 2:10pm.

The school day finishes at 3:10pm



Dedicated Absence Line

Parents should call our absence line **01708 463065** each morning for every day that your child is absent. *Please refrain from calling our Reception regarding attendance/punctuality matters.*

****If you do not report your child absent, it will automatically be recorded as unauthorised****



Reasons for a student absence

There are only **two** authorised reasons for absence:

- Your child is too unwell to attend school (you will be asked to provide medical evidence for 4 or more day of continued absence)
- You have sought advance permission from the school for your child to be absent.



Medical appointments during the school day

Non-emergency and routine appointments must be scheduled for outside of school hours. Pupils who are not physically present during AM or PM registration cannot receive a present mark!

Please inform the school in advance and provide proof of urgent/emergency appointments to receive an authorised medical absence. You can email proof to attendance@emersonparkacademy.org

Pupils are expected to be absent for the minimal amount of learning time possible/return to school afterwards.

Wherever possible, please allow your child to attend registration before their appointment, or return afterwards, so they do not lose their attendance mark. (e.g. midday or lunchtime appointments).



Holidays - NOT permitted

We do not authorise holidays or absences taken for recreation purposes during term time. *A family holiday cannot be considered an exceptional circumstance.*

Absences will be recorded as unauthorised and Penalty fines will be issued by Havering.



Support - Speak to Us

If you and your child need support or have any concerns around attendance and punctuality, please contact us.

The Attendance Team work closely with our Form Tutors, Heads of Years and our appointed Havering Attendance Officers to offer help.



Attendance Categories

Every opportunity to make progress/achieve best outcomes. Attendance awards		Gaps in knowledge starting to develop	Involvement from Havering Attendance	
100% Our goal for all Pupils	96% ↑ Target for every Pupil	91-95% Impact on progress	90% ↓ DFE defined Persistent Absentee	50% ↓ DFE defined Severe Persistent Absentee