



Expectations of Attendance and Lateness

November 2023

Dear Parents / Carers

As we have now completed our first half term I thought it would be worthwhile reminding you about our attendance expectations. The good news is our attendance is currently above the national average, however it could be higher.

You have chosen to send your child to Larchwood because you place a high value on your child's education and, just like us, you want your child do the best they can in life. This is why being in school every day is so important. Evidence shows that the more time off school a child has, the less well they do.

Illness

Children do get ill and from time to time may have to miss school. If your child is unwell and not able to be in school, it is the parent's responsibility to contact the school office on the first and subsequent day/s of absence.

If your child has a cold or a bit of a cough, they can still come to school. We will keep an eye on them and if they get worse during the day we will call you. If you are unsure, please speak to the office ladies. The DfE have issued a useful guide for parents called ['Is my child too ill for school?'](#)

Term Time Holidays

Term dates for this year and next are available on our website [here](#) and are also attached to this email. There is no excuse for booking a term time holiday. Any parent who does book a term time holiday will be issued with a penalty notice by Essex County Council. There are plenty of weeks holiday in the year and at Larchwood parents are able to benefit from cheaper holidays in the extended half term break in October. **Holidays during term time will not be approved and are not acceptable.**

Other Absences

Last year we saw a number of absences for reasons that were not authorised albeit for a very small number of families. To be clear, it is not acceptable to have a day off because it is too hot, it is your child's birthday or because a parent has an appointment in the afternoon so won't be able to pick up a child. You have a legal responsibility to ensure your child attends school regularly. After 5 days unauthorised absence (3 in September), Essex County Council will issue you with a penalty notice.

Medical Appointments

Please try to book doctor and dentist appointments for after school or in the holidays.

Our expectations are clear and they can also be found in our attendance policy [here](#). As I said at the beginning, we are currently above the national average. If your child has good attendance it means you are giving your child the best chance to succeed. Thank you.

Mr S Bowsher
Headteacher

