

Attendance at East Sheen Primary School

Parent Guide at a Glance

Attendance Target:

97% or above (equivalent to no more than 6 days of absence across the school year)

WHY ATTENDANCE MATTERS Regular attendance helps children achieve their full potential, build strong friendships, develop positive routines and feel fully connected to school life.	SCHOOL DAY 8:40 Gates Open 8:50 School Starts 9:00 Late 9:30 Registers Close 3:20 Home Time
REPORTING AN ABSENCE Call 020 8876 7484 or email attendance@eastsheen.richmond.sch.uk on the first day of absence.	ILLNESS Children with vomiting or diarrhoea should stay home until symptom free for 48 hours.
AUTHORISED ABSENCE Medical appointments, religious observance, limited secondary transfer visits and exceptional family circumstances.	TERM-TIME LEAVE Holidays during term time are not authorised except in exceptional circumstances.
ATTENDANCE CONCERNS If we have concerns about a child's attendance, we will work closely with families to understand and address any barriers to regular attendance. We may also request supporting evidence where appropriate.	CELEBRATING ATTENDANCE Weekly attendance celebrations and recognition for classes achieving our target.
HOW PARENTS CAN HELP Help your child attend every day, arrive on time, avoid term-time holidays and ensure contact details are kept up to date.	ATTENDANCE TEAM AND FURTHER SUPPORT Emily Gray - Attendance & Welfare Officer Victoria Strang - Assistant Headteacher For further information, please read the full Attendance Policy on the school website or speak to a member of the Attendance Team or Headship Team.