Corby Primary Academy



Parent Guide: Attendance 2026-2027

Why Attendance Matters

Every day counts. Every child counts.

Why coming to school every day matters

- Regular attendance helps children learn well, feel confident and build friendships.
- Missing school can make it harder to keep up and can affect well-being and progress.
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Our expectations are simple and clear:

- School starts: 8:40am (registers close at 9:00am).
- Be here every day unless your child is too unwell or there are exceptional circumstances.
- Parents/carers have a legal responsibility to ensure regular attendance.
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How to report an absence (by 9:00am each day)

- 📞 01536 430510
- ✉ admin@corbyprimaryacademy.org
  Please tell us your child's name, class, reason, and expected return date.

Term-time absence

- Please share medical appointments in advance where possible.
- Holidays in term time are not authorised, except in very exceptional cases.
  Pupil Leave of Absence Request (link is here)
- Medical/dental appointments: please try out of school hours; if not possible, your child should be away for the shortest time needed.
- Share appointment details in advance.

We're here to help

Some children face challenges (e.g., mental health, medical needs, SEND).

- We work with families to remove barriers and make reasonable adjustments.
- A part-time timetable is short-term and last resort only, with a plan to return to full-time.

Key contacts

- Attendance Officer: *Mrs Emma Ellingworth*
- Attendance Lead: *Mr Aaron Campion*
- 📞 01536 430510 | ✉ **admin@corbyprimaryacademy.org**

Worried about attendance? Please speak to us as early as possible—we'll help.

The school day & registers

- Morning register: taken 8:45am, closes 9:00am
- Afternoon register: taken 1:00pm, closes 1:15pm.

Punctuality matters

- Late before registers close = present but late
- After registers close = recorded as an unauthorised session for the morning
- If lateness happens 5+ times, we'll get in touch so we can help fix what's getting in the way.

Celebrating great attendance

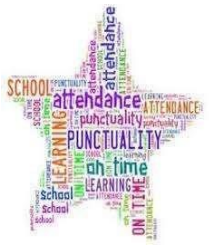
- Class attendance is celebrated in Dojo assemblies every two weeks
- Trophies for the top classes each year group
- We celebrate attendance above 96%—look out for good-news messages home!
- We celebrate children who have the most improved attendance – look out for good-news mssages home!
- Half-term prize draw: one child from each year group with excellent attendance wins a £10 voucher

Did you know?

Over a typical year (190 school days):

- 95% attendance = around 9–10 days missed
- 90% attendance = around 19 days (almost a month) missed

Small absences add up—please ask us for help early.



Absences, Appointments & Exceptional Leave

Term-time leave (holidays)

- Leave in term time is not authorised unless there are exceptional circumstances.
- Please complete the Leave of Absence form (on our website) as early as possible.
- Each request is considered individually; evidence may be required.
- Unauthorised leave may lead to local authority involvement (including penalty notices).

How we support if attendance is hard

- We'll listen and work with you to understand what's getting in the way.
- Support might include:
  - Pastoral support (in school) from our Family Support Worker and Leaning Mentor
  - Liaison with Health, MHST, SEND, or other services
  - Reasonable adjustments (e.g., transition support, personalised routines)
  - Short-term part-time timetable (only if in the child's best interests and part of a reintegration plan back to full-time)
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Working together keeps children safe

- Attendance is a safeguarding priority. If we can't reach you on the first day of an unexplained absence, we will:

1)Call contacts; 2) Send messages; 3) If needed, make a home visit or request a welfare check.

When We're Concerned, What Happens & FAQs

If attendance starts to drop, we act early and support first:

1. We'll contact you to share the picture and see what help is needed.
2. Attendance support plan agreed together (practical steps and check-ins).
3. If attendance doesn't improve, we'll invite you in to meet the Attendance Lead and consider extra support through a Parent Contract form.
4. If absence remains a concern despite support, the Local Authority may become involved (e.g., formal meetings, notices).

About legal measures

The Local Authority may consider penalty notices for unauthorised absence, particularly where support has been offered but attendance hasn't improved, or for unauthorised holidays. We always aim to help first and use formal action only when necessary.

FAQs

- What if I'm not sure my child is well enough?
  If in doubt, talk to us. Often children can attend with minor coughs/colds; we'll support them in school.
- Do I need to call every day of an illness?
  Yes—please contact us each day unless we've agreed a different arrangement (e.g., hospital admission).
- Can I schedule routine appointments in school time?
  Please try to avoid it. If unavoidable, aim for the start or end of the day so your child still attends part of the day.
- What counts as 'exceptional' for term-time leave?
  There's no automatic right to term-time leave. We consider truly unavoidable events (case by case) and evidence may be required.
- Will being late affect attendance?
  Arriving after registers close is recorded as an unauthorised session for that morning. Let us know quickly if there's a problem so we can help.
- My child is anxious about school—what should I do?
  Please contact us early. We'll work with you to understand the reasons and put in place supportive steps that build confidence and routine.

Need help or advice?

- Talk to your child's class teacher, our Attendance Officer (Mrs Ellingworth) or our Family Support Worker (Mrs Traynor)
- Attendance Lead: Mr Campion
- 01536 430510 | admin@corbyprimaryacademy.org
- If you need this leaflet in another language or format, please let us know.

CORBY PRIMARY ACADEMY

The Designated Safeguarding Leads at Corby Primary Academy are:



Kirsty Foley - Principal - DSL & Allergy Lead



Aaron Campion - Deputy Principal - Deputy DSL



Emma Adams - SENDCo - Deputy DSL



Sharon Traynor – Family Support Worker - Deputy DSL



Dale O'Brien – Assistant Principal - Deputy DSL