

# Useful Information

## Contact details for school;

Miss K Goldsmith—Headteacher  
Edleston Primary School  
Denver Avenue  
Crewe  
CW2 7PX

Telephone: 01270 910325

E-mail: officemanager@edleston.cheshire.sch.uk



## EDLESTON PRIMARY SCHOOL

### Contact details for Attendance and Children out of School team

Floor 5  
Delamere House  
c/o Municipal Buildings  
Earle Street  
Crewe  
CW1 2BJ

**Cheshire East Council**  
Westfields,  
Middlewich Road,  
Sandbach,  
CW11 1HZ

Telephone: 0300 123 55 00



## A guide to attendance for parents

*Here, everyday, ready, on time.*

**Consideration, Aspiration, Responsibility, Enjoyment.**

## Why is attendance important?

The aim of this booklet is to outline the importance of regular attendance at school in order to emphasise the impact it can have on your child's academic progress.

Research indicates that there is a direct link between low attendance and poor attainment at both primary and secondary school.

Edleston Primary School has a minimum target of 95% attendance for every child.

A pupil who has 90% attendance misses almost 4 weeks of school every year. That's over 100 hours learning!



If children do not attend school regularly, they will experience difficulty in keeping up with their work.

In addition, they also miss out on many activities and opportunities that we offer at Edleston Primary School that support the curriculum and nurture their growth into happy and caring individuals.

**Consideration, Aspiration, Responsibility, Enjoyment**

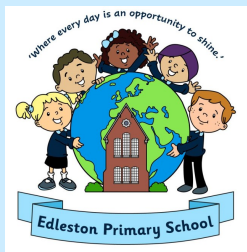
## What can parents do to help?

If you suspect that your son or daughter may be unhappy at school please make contact with us as soon as possible via their class teacher. Inform us of any medical or emotional needs that may affect your child's attendance whilst making sure that your son or daughter understands that you do not approve of them missing school. This will alert us to any problems and help us work to resolving issues.

Make appointments for routine check-ups during the holidays or after the school day. If appointments are unavoidable please inform the school giving us prior notice.

- If your child is unwell please contact school on each day of absence. This should be done before 9am. Please call 01270 910325 and select option 1 to report the absence. This will allow you to leave a message. Please remember to state your child's full name, class and explanation for their absence. If requested, provide medical evidence to support an absence from school.
- We would request that you contact us every day your child is absent from school.
- If your child arrives at school late, after 9.15am, the morning session will be classed as an

***'Where every day is an opportunity to shine.'***



## Term Dates 2026-27

	Start date	End date
Autumn 1	Wednesday 2 <sup>nd</sup> September 2026	Friday 23 <sup>rd</sup> October 2026
Autumn 2	Tuesday 3 <sup>rd</sup> November 2026	Friday 18 <sup>th</sup> December 2026
Spring 1	Tuesday 5 <sup>th</sup> January 2027	Friday 12 <sup>th</sup> February 2027
Spring 2	Monday 22 <sup>nd</sup> February 2027	Wednesday 24 <sup>th</sup> March 2027
Summer 1	Monday 12 <sup>th</sup> April 2027	Thursday 27 <sup>th</sup> May 2027
Summer 2	Monday 7 <sup>th</sup> June 2027	Wednesday 21 <sup>st</sup> July 2027

### INSET DAYS – school shut to pupils

Tuesday 1st September 2026  
 Monday 2nd November 2026  
 Monday 4<sup>th</sup> January 2027  
 Thursday 25<sup>th</sup> March  
 Friday 28<sup>th</sup> May 2027

Consideration, Aspiration, Responsibility, Enjoyment

## Rewards and Sanctions

- If your child has an attendance figure below 95%, their attendance will be monitored by our Deputy Headteacher.
- If they have an attendance figure below 90% you may be invited into school to help draw up an Individual Attendance Plan to improve your child's attendance. If attendance falls below 85% the Attendance and Out of School Service at Cheshire East may become involved in your child's attendance.
- If your child is persistently late you will be contacted to help resolve this situation.
- 'Hot Spot Days' - if your child is in school on one of our spot day, their name goes into a special gold box. They are recognised for attendance and then receive a treat to share with the rest of their class. You have to be 'in to win!'
- Attendance is monitored weekly, with each class having a super hero - classes with 100% weekly are treated with chocolate biscuits and the class with the best attendance for the half term receive a non uniform day.



'Where every day is an opportunity to shine.'

# Pupils' Responsibilities

- Aim for 100% attendance
- Be punctual.
- Be an attendance 'Hero': Here, Everyday, Ready, Ontime
- Remember school opens at 8.35am ready for every child to be in school for registration at 8.45am.
- If your child arrives after 9.15am they will receive a U code. This is an unauthorised mark.
- In case of lateness please let the office know on 01270 910325.



Consideration, Aspiration, Responsibility, Enjoyment

# Leave of Learning

It is expected that parents will not ask for any leave of learning in term time as there are 13 weeks in the school calendar for holidays.

**Edleston Primary School will not authorise holidays unless exceptional circumstances can be provided.**

Penalties for unauthorised absence			
Timeline	1 <sup>st</sup> Offence	2 <sup>nd</sup> offence [within 3 years]	3 <sup>rd</sup> offence [within 3 years]
For <b>10 sessions</b> [5days] unauthorised absence in a <b>10 week period</b>	The fine will be: <b>£80 per parent, per child if paid within 21 days.</b>	The fine will be: <b>£160 per parent, per child if paid within 28 days.</b>	A Penalty Notice will <b>not</b> be issued and the case could be presented straight to the Magistrate's Court.
	Increasing to <b>£160 per parent, per child if paid within 28 days.</b>  Any non-payment of the Penalty Notice may be referred to the <b>Magistrates Court</b>	Any <b>non-payment</b> of the Penalty Notice may be referred to the <b>Magistrates Court</b>	

Further information can be obtained from [www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/r](http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/r)

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