



Attendance Newsletter 1

Welcome to our first Attendance Newsletter. Thank you very much to everyone for working so hard to support the children with their attendance.



Autumn Term 2025



Our school target is 96%

It doesn't take many days of absence to quickly build up a high number of missed lessons. This is why it is so important to attend school every day; to support positive social relationships, build confidence and help achieve academic success.

Did you know?

95%	=	47 LESSONS MISSED EACH YEAR 9.5 days or 1 week & 4.5 days of learning missed
90%	=	95 LESSONS MISSED EACH YEAR 19 days or 3 weeks & 4 days of learning missed
85%	=	143 LESSONS MISSED EACH YEAR 28.5 days or 5 weeks & 3.5 days of learning missed
80%	=	190 LESSONS MISSED EACH YEAR 38 days or 7 weeks & 3 days of learning missed
75%	=	237.5 LESSONS MISSED EACH YEAR 47.5 days or 9 weeks & 2.5 days of learning missed

EVERY DAY MATTERS!

WHAT DO YOUR ATTENDANCE FIGURES ACTUALLY MEAN?

PERCENTAGES BASED ON 190 ACADEMIC DAYS

Our school target is 96%

What is good attendance?

- 0 days off school per year– 100% **Ideal**
- 2 days off school per year – 99% **Excellent**
- 8.5 days off school per year – 95% **Early actions required**
- 19 days off school per year – 90% **Persistent Absence**
- 27.5 days of school per year - > 85% **Very concerning**
- >50% **Severe Absence**



What should I do if I am worried about my child's attendance?

The first thing to do is contact the school to discuss your concerns with Miss Davies or Mrs Moran. Regular attendance at school means that your child can make the most of their education and improve their chances in adult life. School can also help your child's social skills, such as making and developing friendships. A regular and punctual attendance pattern will help your child when they go to secondary school and later enter the world of work. We are here to help and support you.

The more a pupil is in school, the more they increase their opportunity to fulfil their potential.

How can I help my child attend school regularly?

Talk to your child about school and take a positive interest in their work, including homework. Keep in touch with school staff. If your child is unable to attend school for whatever reason, contact the school on the first day of absence. Please support your child by attending parents' evenings and other school events. Please talk to your child's class teacher or Miss Davies if your child is reluctant to come to school for any reason at all.

Medical Appointments

If possible, please make any appointments after 1pm in the afternoon. This way your child will receive their attendance mark for the afternoon. You will need to provide evidence of any appointments to the school office. This can be an appointment card, or letter, or a copy of a text message confirming the appointment. Mrs Moran simply needs to record that she has seen the evidence.

Is my child too ill to be at school?

It can be tricky deciding whether or not to keep your child off school when they're unwell, particularly during these winter months. These are the government guidelines for parents to help you to decide whether to keep your child off school.

COUGHS AND COLDS: It's fine to send your child to school with a cough or common cold. If they have a high temperature, keep them off school until their temperature is back to normal. Encourage your child to throw away any used tissues and to wash their hands regularly.



HIGH TEMPERATURE: If your child has a high temperature, keep them off school until it returns to normal.

VOMITING & DIARRHOEA: Children with diarrhoea or vomiting should stay off school until they have not been sick or had diarrhoea for at least 2 days (48 hours).

CHICKENPOX: If your child has chickenpox, keep them off school until all the spots have dried up and have a scab over them.

SLAPPED CHEEK SYNDROME: You don't need to keep your child off school if they have Slapped Cheek Syndrome, because once the rash appears, they're no longer infectious. It is important to let school know if you think your child has Slapped Cheek Syndrome.

SORE THROAT: You can still send your child to school if they have a sore throat, but if they also have a high temperature, they should stay at home until it goes away.

THREADWORMS: You don't need to keep your child off school if they have threadworms. Speak to your pharmacist, who can recommend a treatment.

HAND, FOOT AND MOUTH DISEASE: If your child has Hand, Foot and Mouth Disease but seems well enough to go to school, there's no need to keep them off.

HEAD LICE: There's no need to keep your child off school if they have head lice. You can treat head lice without seeing a GP.

IMPETIGO: If your child has Impetigo, they'll need treatment from a GP, often with antibiotics. Keep them off school until all the sores have crusted over and healed, or for 48 hours after they start antibiotic treatment.

RINGWORM: If your child has ringworm, see your pharmacist unless it's on their scalp, in which case you should see a GP. It's fine for your child to go to school once they have started treatment.

SCARLET FEVER: If your child has Scarlet Fever, they'll need treatment with antibiotics from a GP, otherwise they'll be infectious for 2 to 3 weeks. Your child can go back to school 24 hours after starting antibiotics.

CONJUNCTIVITIS: You don't need to keep your child away from school if they have Conjunctivitis. Do, however, get advice from your pharmacist. Encourage your child not to rub their eyes and to wash their hands regularly.

COVID-19: If your child has mild symptoms, such as a runny nose, a sore throat, or a slight cough, but feels well enough, they can go to school. Your child is no longer required to do a COVID-19 rapid lateral flow test if they have symptoms.

EAR INFECTION: If your child has an ear infection and a high temperature, or severe earache, keep them off school until they're feeling better or their high temperature goes away.

Please do not be offended if Mrs Moran, or a member of staff, questions you on your child's illness. They may ask to see evidence such as a picture of prescribed medication. They are legally required to challenge children being absent through illness and to report they have done so.

Absence During Term Time

Any absence during term time cannot be authorised and is referred to the Local Authority once it meets the threshold of 10 sessions (equivalent to 5 days) of unauthorised absence within a rolling 10 school week period. Penalty notices will be issued unless the absence meets 'exceptional circumstances'.

All absences must be applied for in advance using the official form from the school office or on the school website. Please note that if children are absent and school have not been advised of the reason in advance, then school may need to make a home visit to confirm if the child is at home or is on holiday.

We appreciate some of the reasons families may wish to book holidays during term time, in particular the financial difference compared to peak holiday time. However, these do not meet 'exceptional circumstances' guidelines and school cannot authorise them. School will of course look at every application for leave on an individual basis, however, please be aware that school attendance has been made a greater priority by the DfE (Government and Department for Education) in all schools and we are required to implement these procedures accordingly.

Penalty Notices



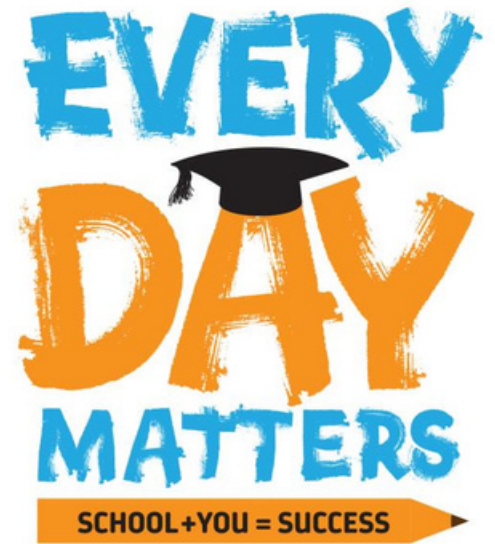
The changes to be aware of are:

- Penalty notices issued for offences that take place after 19 August 2024 will be charged at a new rate of £160 per parent, per child and must be paid within 28 days. The fine can be paid at a discounted rate of £80 if paid within 21 days.
- Any second penalty notice issued to the same parent for the same child within a rolling 3-year period will be issued at the rate of £160 to be paid within 28 days with no option for a discounted rate.
- The threshold at which a penalty notice must be considered is set at 10 sessions (equivalent to 5 days) of unauthorised absence within a rolling 10- school week period¹. **This may include absences because of arriving late after the register closes or being absent for single days which are deemed unauthorised.** The 10 school weeks may span different terms or school years.
- A maximum of 2 penalty notices may be issued to a parent for the same child within a rolling 3-year period, so at the 3rd (or subsequent) offence(s) another course of action will need to be considered (such as prosecution or one of the other attendance legal interventions).
- Only penalty notices issued for absences taking place after 19 August 2024 will count towards the above thresholds.

To help your child do well in school...

Please

- Arrange family holidays to coincide with school holidays
- Never take your child out of school when there are important examinations or tests
- Arrange medical appointments outside of school hours or after 1pm.
- Be aware of the impact on your child's education and the amount of your child's learning.
- Do not take your child out of school when they are starting a new class. This is very important as your child needs to settle into their new environment as quickly as possible.



Attendance Matters

