AUTUMN 2
ATTENDANCE NEWSLETTER

❄ Working together: Every day matters

As always, thank you to our families for continuing to work with us to ensure that all children have the best possible attendance. Every day in school helps children learn, feel connected and build confidence.

WINTER ILLNESS

As we head into the colder months, we know children may experience seasonal coughs and colds. If your child is generally well—eating, playing and able to manage their day—they should attend school. We can support them with rest and fluids and keep a close eye on their wellbeing throughout the day. Being in school helps maintain routine, learning and friendships.

Please keep your child at home only if they are too unwell to manage the day or have been advised to stay off by a medical professional.

NHS guidance: https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/

PUNCTUALITY REMINDER

Arriving on time helps children settle and start learning with their classmates.	**GATES OPEN 8:45am**	**GATES CLOSE 8:55am**

Pupils arriving at or after 8:55am are late and must be signed in at the office by an adult, with a valid reason given. Although children are not classed as late before 8:55am, arriving after the start means they may miss feedback on the previous day's learning, wellbeing check-ins and basic skills practice, such as handwriting.

AUTUMN 1 ABSENCE SNAPSHOT

54	180	104	12	50
Holiday sessions	Illness sessions	Unauthorised sessions	Medical appointment sessions	Late arrivals

A session is half a school day. These figures help us understand absence patterns and where support may be needed.

EVERY DAY COUNTS

ABSENCE PROCEDURES

Please help us keep our records up to date:

- Contact the school office before 8:30am if your child will be absent.
- Please contact the office every day of your child's absence to keep us updated.
- You may be asked to provide medical evidence, such as medication or appointment letters.
- Where possible, arrange appointments outside school hours.
- If we have not heard from you, a member of the office team will contact you to ask for the reason for absence.
- The office team may also contact you at the end of the school day to check on your child and discuss their return the following day.

SUPPORT FOR FAMILIES

We're committed to supporting our pupils and families. We are holding a coffee event on 17 November, 2:15–3:15pm, with a member of staff from the NHS Reflexions service. Reflexions provides early-intervention mental health support for children, young people and their families.

TERM-TIME HOLIDAYS

Taking holidays during term time can significantly disrupt your child's learning. Children may miss vital English and Maths lessons, which build sequentially and underpin future progress. They may also miss at least one full unit in a foundation subject such as Science, History or DT. These units are carefully planned to develop key knowledge and skills, and missing them can leave lasting gaps in understanding.

Every lesson matters. #MissSchoolMissOut

#miss school miss out

During Autumn 2, pupils will take part in activities designed to enrich their learning, including:

- Anti-Bullying Week
- Rehearsals for performances
- Road safety talks
- Library visits
- Woodland sessions

MULTI-TIERED SUPPORT

If you have concerns about your child's attendance or need help, please contact the school office. We want to work in partnership with families and offer support as early as possible. Outlined below is our tiered system of support.

