Attendance Newsletter

Autumn Term 1

Working Together for Excellent Attendance

Be in school
Be part of it
Don't miss out

Welcome

Welcome to our first half termly attendance newsletter.

As always, we want to thank our families for continuing to work with us to ensure that all children have the best possible attendance. Regular attendance is one of the most important factors in helping children achieve their full potential, both academically and socially.

Every day in school counts. Good attendance helps children build confidence, maintain friendships, and keep up with learning, whilst frequent absences can make it more difficult for children to progress and feel fully involved in school life.

Why Attendance Matters

Did you know?

96% attendance means a child misses approximately **8 school days** each year.

90% attendance means around **19 school days** are missed each year.

Missing just a few days can make a significant difference to a child's learning and progress.

Our school attendance target is 97% or above for every child.

Appointments During the School Day

We kindly ask for parents and carers to arrange routine medical and dental appointments outside of the school day whenever possible.

If an appointment must take place during school hours, please:

- Inform the school office in advance.
- Provide a copy of the appointment letter, text message, or confirmation where possible.
- Ensure your child attends school before and/or after the appointment if they are well enough to do so.

This helps us minimise lost learning time and maintain high levels of attendance for all pupils.

Reporting an Absence

If your child is unable to attend school due to illness, please contact the school office as early as possible on the first day of absence and keep us updated if the absence continues.

We ask that families provide clear reasons for absence so that our attendance records remain accurate and up to date.

Communication

Being open and honest about your child's absences—including holidays—is key to building trust and supporting their learning. Clear communication helps us keep accurate records, plan for missed work, and offer the right emotional support when a child returns. Our Inclusive Attendance ethos means every child is warmly welcomed back and checked in with, but this can only happen when we understand the reason for their time away.

Days of learning lost to:

Below are the number of absences recorded in the 2025-26 academic year. You can see how lost sessions add up for the whole school over time.

Holidays	582
Illness	1693
Medical appointments	147
Unauthorised absence	562
Lates	335
Lates after registration has closed	78

(A session is a morning or afternoon period).

Punctuality Counts Too

Arriving on time helps children settle into the school day and ensures they do not miss important learning opportunities.

Please support your child by:

- Establishing a consistent morning routine.
- Preparing school bags and uniform the night before.
- Aiming to arrive at school a few minutes before the gates open.

Even a few minutes late each day can add up to many hours of lost learning over the course of a year.

Punctuality Reminder

8.45 – Gates open for a staggered start.
8.55 – Gates shut and the school day begins.

Pupils who arrive after 8.55 are late and must be signed in at the office by an adult with a valid reason given.

From 8.55am, children are missing the start of the school day which includes feedback on the previous day's learning, well-being check ins and basic skill lessons.

The DfE have produced a short video to support families with the school routine. See link below.

https://www.youtube.com/watch?v=iTM9mSv4ABo&list=PLXicCX3hH9LVaCiua1f22H6pqD7I4mDMP&index=3

Support From School

Mrs Hill or Mrs Stokes may call you or request a meeting with you to talk about your child's attendance and any difficulties you or your child may be facing. These are supportive and we encourage our families to engage with us in this way so that your child can have the best possible attendance.

#miss school #miss out

Please ask your child about our #miss school #miss out that we are implementing in school.

Planned activities for Autumn 1 Term

- Nativity Production
- Learn to Ride
- Forest School
- Antibullying week
- Trips and visits
- Individual school photographs
- Christmas Disco
- Phonic workshops
- Maths workshops
- Book Fair

Thank You

We appreciate the support of all our parents and carers in promoting excellent attendance and punctuality. By working together, we can ensure every child has the best opportunity to learn, succeed, and enjoy their time at school.

Every Day Matters. Every Minute Counts.