

ATTENDANCE NEWSLETTER



★★★★
WHERE STARS SHINE

Spring 2026

WHY IS REGULAR ATTENDANCE SO IMPORTANT?



It helps your child learn and make progress

When your child attends regularly, they build strong skills in reading, writing and maths and all the subjects without missing key steps.



It builds your child's confidence and friendships.

Children feel happier and more settled when they are part of daily routines and social interactions.



Regular attendance now sets strong habits for future success

Turning up every day helps children develop responsibility and resilience that will support them throughout their life.

MISSING LEARNING

Remember, your child has around 5-6 different learning 'lessons' during the school day. Lessons are sequential from day to day so if they miss one day, it makes 'catching up' the next day trickier.

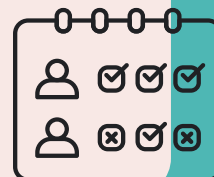
Consider this

Taking your child for a 9.30am pre-arranged medical appointment but **not bringing them to school afterwards** may mean they miss 5 lessons which they could have attended.

Your child says they feel unwell in the morning but appears fine but you keep them off school 'just in case'. Nothing turns out to be wrong but they have missed the whole school day - 6 lessons.

Missing school for a 1 week holiday means your child misses **30 lessons**.

Missing school for a 2 week holiday means your child misses **60 lessons**.



WHAT TO DO IF.....

Your child has a sickness bug

Keep them off school for 48 hours from the last episode of sickness. We do not want the bug to spread.

Your child says they feel unwell but are showing no other signs of illness

Bring them into school but let us know - we will inform you if we feel they need to be collected.

Your child has a medical appointment at 10.45am which cannot be rearranged

Bring them in to school in the morning, collect them just before the appointment and bring them back to school straight afterwards. Show the office staff evidence of the appointment (letter/email or text).

You can always check the NHS for advice: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

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IF YOUR CHILD IS ABSENT



Contact the school

If your child is not attending school for any reason you must contact the school office not the class teacher.

If the phone line is busy please leave a voicemail, If you do not it will be recorded as an unauthorised absence.



Are you safe?

We need to know that children are safe, Home visits will be made if we don't hear from you and/or we are concerned about pupils.

It is the law to attend school.

MISSING LEARNING

How many days has your child had off school this year?

Did you know?

90%
Attendance



for one year = 4 weeks of learning missed, this is called persistent absence.

Poor attendance has a detrimental impact on pupils' learning and over a 5-year period a pupil whose attendance is 90% will have missed half of a school year – this is a lot of lost education!

'Persistent absence' is classed as anything under 90%.

Children who have 19 or more days of absence across a school year are persistent absentees. We will contact you if this is your child or your child is at risk of becoming persistently absent to see how we can help.

School Gates open

08:35

BEING ON TIME MATTERS TOO..

School Gates Close

08:45

Gates are open at 8.35am and are closed at 8.45am. Anyone arriving after 8.45am will need to be registered in reception by their parent/carer and will receive a late mark in the register.

If your child is regularly late we will write to you to offer support.



Leave of Absence during term time— the rules and fines



Leave of absence during term time **will not be authorised** unless there is an exceptional circumstance.

Exceptional circumstances are rare, unavoidable, one-off events that are unique to a family's situation and cannot reasonably happen outside term time.

- If, for any reason, you do require a Leave of Absence please telephone the school office request a leave of absence form.
- Leave will be unauthorised if it is for a holiday (even if it is due to financial circumstances) and, you are likely to receive a fine from the Local Authority if a child misses 10 or more sessions (5 days).
- **If illness is reported directly before/after a holiday, attendance can be coded as unauthorised.**
- 5 days of unauthorised absence over a 10 week period can also result in a fine.
- Schools are expected by the local authority to refer any absence that meets the criteria for fining to them.

What are the fines?

- Since August 19th 2024, the fine for school absences across the country will be £160 if paid within 28 days or £80 if paid within 21 days.
- Fines are per parent , per child and will be capped to two fines per child within any three-year period.
- Once this limit has been reached, other action like a parenting order or prosecution will be considered.
- If you are prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.
- Money raised via fines is only used by the local authority to cover the costs of administering the system, and to fund attendance support. Any extra money is returned to the government. The school does not benefit.

Thank you to all our families for your continued efforts to support attendance at Severnbanks.