

Sissinghurst Primary School

Attendance Newsletter | Autumn 2026



Dear Parents and Carers,

Welcome to the 2026/27 school year. Thank you for helping your child attend school regularly and arrive on time. Every day matters: regular attendance supports learning, friendships, confidence and a strong sense of belonging.

OUR WHOLE-SCHOOL ATTENDANCE TARGET FOR 2026/27 IS 95.2%

Why attendance matters

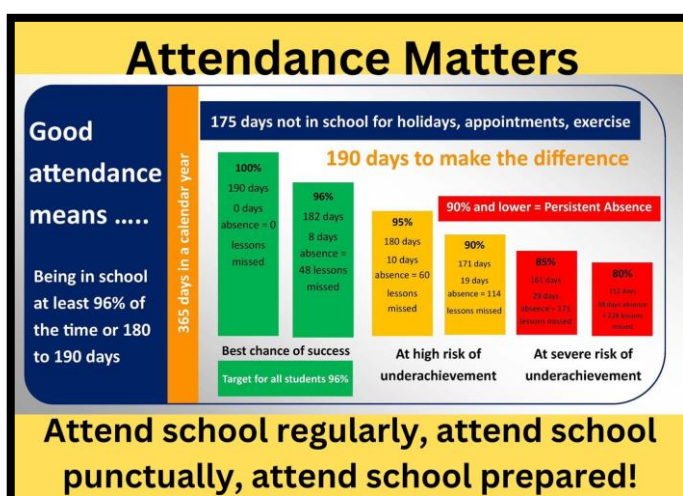
- **Learning** - children keep up with new knowledge, practice and feedback.
- **Friendships** - being present helps children build secure relationships.
- **Confidence and belonging** - familiar routines help children feel part of school life.
- **Habits for life** - regular attendance develops resilience and responsibility.

Supporting your child: practical tips

- **Mild illness?** Children can usually attend with minor coughs, colds or headaches. If unsure, contact us.
- **Worries or anxiety?** Please talk to us early. Avoiding school can make returning feel harder; we can plan support together.
- **Appointments?** Book outside school hours where possible. If unavoidable, attend school before and after the appointment and provide evidence.
- **Morning routine?** Prepare bags and uniform the night before and keep bedtime and wake-up times consistent.
- **Transport problem?** Arrange a backup school-run plan with a trusted adult where possible.

Know the thresholds

- **Persistent absence** means missing 10% or more of school - equivalent to about one day every two weeks.
- **Severe absence** means missing 50% or more of school.
- Even short, repeated absences add up quickly and can create gaps that are difficult to recover.



Working Together to Improve Attendance

What we will do as a school

- Monitor attendance closely and contact families promptly when concerns arise.
- Listen to families and identify the barriers affecting attendance or punctuality.
- Offer practical help, including free breakfast support where appropriate.
- Provide check-ins, wellbeing support, mentoring and referrals when needed.
- Arrange short attendance meetings, contracts and home visits where appropriate.
- Work with our Family Liaison Officer and external services to help children return to regular attendance.

If attendance becomes a concern

1. We will contact you to understand the difficulty and agree the right support.
2. We may agree clear attendance actions, review dates and an Attendance Contract.
3. We will record the support offered and review whether attendance is improving.
4. If agreed actions are not followed and unauthorised absence continues, next steps may include formal notices, referrals or legal action.

What to do when...

- **Your child has an appointment** - bring them to school before and/or after it and provide appointment evidence.
- **Your child feels unwell but has no clear symptoms** - bring them in and let us know; we will contact you if they need to go home.
- **Your child has diarrhoea or vomiting** - keep them at home until 48 hours after the last episode.
- **Your child is worried about school** - contact the class teacher or school office promptly so support can begin.

Leave of absence and penalty notices

- Term-time leave can only be authorised in exceptional circumstances; family holidays are not normally authorised.
- A penalty notice may be considered when there are 10 sessions (five school days) of unauthorised absence within a rolling 10-school-week period.
- The national penalty is £80 per parent, per child if paid within 21 days, rising to £160 if paid within 28 days.
- A second penalty notice within three years is charged at £160. Further offences may lead to prosecution.

Please talk to us early

If illness, anxiety, transport, housing or family circumstances are making attendance difficult, contact the school office. We will listen and work with you to find practical support.