

Attendance Matters

As we approach the end of this academic year, we want to thank you for your support in ensuring your child attends school regularly. Every day in school matters — not just for academic learning, but for building friendships, confidence, and long-term success.

Why Attendance Matters

Even a few days of absence can make it harder for children to keep up. Missing just one day every two weeks adds up to nearly four full weeks of school missed across a year. Children thrive best when they are in school, in routine, and part of our learning community.

Looking ahead to the new school year in September, we want to work together to give every child the strongest possible start — by being in school, on time, every day.

Supporting Your Child's Attendance: Top Tips for Parents

- **Mild illness? Still send them in.** Children often perk up once they're at school and with their friends. Mild symptoms like a cough or cold (without a fever) don't usually require a day off.
- **Mild anxiety is normal.** We understand that children may feel nervous about friendships, schoolwork, exams, or fluctuating emotions. While these feelings can be tough, being in school often helps ease their worries — whereas staying at home can unintentionally make them worse. However, **regular attendance remains essential** for providing the routine, support, and reassurance children need.
- **Let us know early if your child is struggling emotionally.** Please don't keep them at home without speaking to us — we are here to listen, support, and work with you to help them feel safe, understood, and ready to learn.
- **Have a backup plan.** If your child's usual transport arrangement falls through, consider asking a family member, neighbour, or friend to help. Small steps like this can make a big difference and help build lasting routines.
- **Book medical appointments outside school hours wherever possible.** If your child must attend an appointment during the day, please bring in the confirmation card or letter.
- **Talk to us early.** Whether it's illness, anxiety, routines, or anything else — the earlier we know, the more effectively we can support your family.

What We'll Do

- Monitor attendance daily and get in touch if we have concerns.
- Contact you to offer support if a pattern of absence begins to emerge.
- Arrange meetings where needed and carry out welfare visits if we can't establish a reason for your child's absence.

Persistent and Severe Absence

- **Persistent absence** means missing 10% or more of school (about one day every two weeks).
- **Severe absence** is missing 50% or more of school.

We know there may be genuine reasons for absence — including illness, mental health, or family challenges — and we are here to help. But we also know that regular attendance is vital for wellbeing, progress, and future opportunities.

If Attendance Becomes a Concern, We Will:

- Work with you early to explore barriers and offer solutions.
- Provide support through wellbeing sessions, mentoring, or referrals to other services.
- In cases of ongoing persistent or severe absence, set up an **Attendance Contract** — a clear, written plan that outlines the support offered and the expectations for school and home, including a timeframe for review.

All involved (including external agencies if needed) will receive a copy of the Attendance Contract.

What Happens If the Contract Is Not Followed?

If a parent does not engage with an Attendance Contract:

1. We will contact you to understand why and offer a meeting to review the plan.
2. If there is still no engagement, we will issue a written warning that other action may be taken.
3. Continued non-compliance may result in alternative steps, including legal intervention or referral to children's social care.

Please note: There is no legal penalty for refusing to sign an Attendance Contract — but a refusal may be used as part of any further action taken due to ongoing non-attendance.

We want to work in partnership with every family to remove barriers to attendance and ensure every child can succeed.

Let's work together to give your child a confident, happy, and successful start to the 2025/26 school year.

“Children with good attendance in school are more likely to achieve better GCSE results, access further education, and go on to fulfilling careers. Attendance isn't just about today — it shapes tomorrow.”

