ATTENDANCE NEWSLETTER

Autumn Term 2 | November 2026



As the mornings become colder and the days get shorter, we know that getting everyone ready and into school can sometimes be more challenging.

Last half term, we focused on making a positive start to the school year, building routines and helping children settle. This half term, we want to build on that start by keeping children connected to school, identifying difficulties early and working together when additional support is needed.

Our message remains the same: we want every child in school, on time, whenever they are well enough to attend. We also recognise that illness, wellbeing, additional learning needs and family circumstances can sometimes make attendance difficult.

Attendance Is More Than Just a Number

It's about belonging, engagement and wellbeing.

Regular attendance gives children opportunities to build friendships, enjoy learning, develop confidence and achieve their potential.

But good attendance isn't simply about reaching a percentage. It's also about making school a place where every child feels welcome, included and ready to learn.

BELONGING
Feeling safe, valued and included.

ENGAGEMENT
Enjoying learning and wanting to participate.

WELLBEING
Feeling understood, supported and ready to learn.

Our Universal Attendance Offer – WELCOME

What every child should experience, every day.

W – Warm Welcome
Every child is noticed, acknowledged and welcomed by familiar adults.

E – Ease into Learning
Clear, predictable routines help children settle calmly, including after lateness or absence.

L – Link & Belong
Positive relationships, inclusive opportunities and support during transitions help children feel

C – Curriculum that Connects
Engaging, accessible learning gives children opportunities to participate, succeed and enjoy school.

O – Observe & Notice
Staff notice changes in attendance, behaviour and wellbeing and respond to emerging concerns.

M – Meaningful Information Sharing
We communicate with families and relevant professionals so information is shared support is coordinated..

E – End Well
Children finish the day feeling successful, secure and ready to return tomorrow.

Our universal offer is for every child – not just those experiencing attendance difficulties.

Our Three Tiers of Attendance Support

Our first response is to understand and help. We don't wait until attendance becomes a serious concern.

TIER 1 – UNIVERSAL SUPPORT
0 – 9 days missed

- ✓ Every child benefits from WELCOME.
- ✓ Positive relationships.
- ✓ Regular attendance monitoring.
- ✓ Early help when concerns arise.

TIER 2 – TARGETED SUPPORT
10 – 18 days missed

- ✓ We contact families and use our Tier 2 attendance questionnaire to understand reasons for reasons for absence, possible Identify possible barriers and consider support.
- ✓ This may lead to continued monitoring, a conversation with families, practical adjustments or an agreed support plan.

TIER 3 – ENHANCED SUPPORT
19 or more days missed

- ✓ We undertake a more detailed review, including a Tier 3 questionnaire, family and pupil views, previous support and any health, wellbeing or additional learning needs.
- ✓ Where appropriate, we agree a personalised attendance plan, involve relevant professionals and regularly review what is working.

Did You Know?

Has your child already experienced any of these before November?

- 5 or more days missed for any reason before October half term.
- 3 or more separate spells before October half term.
- Persistent absence during the previous school year.
- Absences that are mostly unauthorised, or other emerging concerns.

Our Attendance Vision: High expectations | Everyone's responsibility | Support and partnership for every child.

Too unwell for school?

Being ill doesn't always mean being too ill to attend.

We know that deciding whether your child is well enough for school can sometimes be difficult, especially during the winter months. Children with mild symptoms may be well enough to attend, while others need time at home to recover. Some infectious illnesses also require a period away from school.

NHS

For clear and up-to-date advice on common childhood illnesses, please visit:

nhs.uk/live-well/is-my-child-too-ill-for-school/

Scan for NHS guidance

Our message: **Attend when well enough. Recover when unwell. Talk to us if your child needs additional support.**

Attendance Myth Buster!

Let's clear up a common misconception.

MYTH:
"I need a doctor's note every time my child is ill."

FACT:
No! Medical evidence is not routinely required for illness.

However, we may ask for appropriate supporting information when:

- Illness is frequent, prolonged or follows a concerning pattern.
- A significant number of school days have been missed through illness.
- Medical appointments during school hours are frequent.
- We need to better understand a medical condition, its impact on attendance or what support your child may need in school.

A GP letter is not normally needed.

Supporting information is usually something you already have, such as an appointment confirmation, prescription information or hospital correspondence. We would not normally expect you to arrange an additional appointment or obtain a new letter specifically for school.

Why do we ask?

To understand your child's circumstances, consider whether any support or adjustments are needed, and help minimise avoidable absence.

Medical Appointments

Getting the balance right.

We never expect children to miss urgent or necessary medical appointments. We simply ask familles to help minimise time away from learning wherever possible.

- **Plan ahead:** Arrange routine appointments outside school hours.
- **Attend when possible:** If an appointment must take place during the school day, children should attend school before and afterwards where practical.
- **Keep us informed:** Let us know about appointments and provide confirmation where available.
- **Avoid unnecessary absence:** Children should not miss school because another family member has an appointment.

If your child has ongoing medical needs or regular appointments, please talk to us so we can understand their circumstances and consider appropriate support.

Winter ready

Little things make a big difference!

The night before

- Lay out uniform, warm coats, hats and gloves.
- Pack school bags, reading books and PE kits.
- Check the weather forecast and prepare for any changes.
- Keep a consistent bedtime routine so sleep.

On cold mornings

- Allow extra time for icy roads, traffic or public transport delays.
- Check the car and allow time to clear frost safely.
- Make time for breakfast and a calm start to the day.
- Dress children in suitable layers and ensure they have a warm, waterproof

Staying healthy

- Encourage regular handwashing and good hygiinee.
- Send a named water bottle to school.
- Support healthy meals, sleep and daily routines.

Running late? Please still come in!

Arriving late is better than missing the whole day. Please let school know if you are delayed.

Need a little help?

If winter clothing, transport, morning routines, anxiety or family circumstances are making attendance difficult, please contact us. We can explore what practical support may be available.

No one wants an FPN before Christmas!

Let's work together to keep children in school and avoid unnecessary fines.

We understand that some absences are unavoidable and that families may face difficulties affecting attendance. While schools must report unauthorised absence, our priority is to understand individual circumstances, offer support and address concerns early.

FPNs can be avoided by:

- **Attending regularly:** Make every school day count when your child is well enough.
- **Arriving on time:** Avoid repeated lateness.
- **Planning holidays during school breaks:** Term-time holidays are normally unauthorised unless exceptional circumstances are accepted.
- **Reporting absence promptly:** Contact school on the first day and keep us updated.
- **Staying in touch:** Respond to attendance communications and share any difficulties.
- **Working with us:** Complete attendance questionnaires, discuss concerns and engage with agreed support.



Check our school calendar on our website to see what unmissable moments are coming up this half term.

Miss school? Miss out!