# ATTENDANCE NEWSLETTER

## Autumn Term 2 | November 2026




As the mornings become colder and the days get shorter, we know that getting children to school can sometimes be more challenging. This half term we want to build on the positive start to the year, helping children attend regularly, feel connected to school and make the most of the exciting opportunities ahead.

**Our message is simple: we want every child in school, on time, whenever they are well enough to attend.**

We also recognise that illness, wellbeing and family circumstances can sometimes make attendance difficult.

## Attendance Is More Than Just a Number

### It's about belonging, engagement and wellbeing.

Regular attendance helps children build friendships, enjoy learning, develop confidence and achieve their potential. Every school day offers opportunities that cannot always be recreated at home.

**BELONGING**
Feeling safe, valued and included.

**ENGAGEMENT**
Enjoying learning and taking part.

**WELLBEING**
Feeling supported, confident and ready to learn.

## Our Attendance Tiers

We monitor attendance so we can recognise positive routines, identify concerns early and consider support when needed.

### TIER 1 – UNIVERSAL SUPPORT
**0 – 9 days missed**

- ✓ Encourage regular attendance and punctuality.
- ✓ Recognise positive attendance routines.
- ✓ Monitor attendance and identify emerging concerns.
- ✓ Offer early advice or support where needed.

### TIER 2 – ADDITIONAL SUPPORT
**10 – 18 days missed**

- ✓ Contact families to discuss attendance.
- ✓ Explore the reasons for absence and any difficulties.
- ✓ Consider practical support or adjustments.
- ✓ Agree next steps where needed and review attendance.

### TIER 3 – ENHANCED SUPPORT
**19 or more days missed**

- ✓ Review attendance and individual circumstances in more detail.
- ✓ Consider any health, wellbeing, family or additional learning needs.
- ✓ Agree appropriate actions or an individual support plan where needed.
- ✓ Review progress and consider involvement from other services where appropriate.

## Fast Track Support

We may contact families earlier if we notice any of the following before November:

**5 or more days missed**
For any reason before October half term.

**3 or more separate spells of absence**
Before October half term.

**Persistent absence last year**
Attendance was a significant concern during the previous school year.

**Absences that are mostly unauthorised.**
Or other emerging concerns about attendance.

## Every Day Makes a Difference

**Regular attendance helps children to:**

- ✓ Build and maintain friendships.
- ✓ Develop confidence and independence.
- ✓ Keep up with learning and make progress.
- ✓ Feel part of their school community.
- ✓ Take part in special activities and celebrations.



# 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 school if your child needs additional support.**

# Medical Appointments

**Getting the balance right.**

Children should always attend urgent or necessary medical appointments. Where reasonably possible, we ask families to help minimise time away from school.

- **Plan ahead:** Arrange routine appointments outisde school hours where possible.
- **Attend when possible:** If an appointment takes place during the school day, children should attend school before and afterwards where practical.
- **Keep us informed:** Let school 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 frequent appointments, please speak to school so individual circumstances can be considered.

# Attendance Myth Buster!

Let's clear up some common misconceptions.

**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.
- Further information would help us understand a medical condition or consider appropriate support.

### A GP letter is not normally needed.

Supporting information may be something you already have, such as an appointment confirmation, prescription information or hospital correspondence.

### Why might we ask?

To better understand your child's circumstances, consider appropriate support and help minimise avoidable absence.

# 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.
- Keep a consistent bedtime routine.

### 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 coat.

### Staying healthy

- Encourage regular handwashing and good hygiene.
- 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 missse the whole day. Please let school know if you are delayed.

### Need a liittle help?

If winter clothing, transport, morning routines, anxiety or family circumstances are making attendance difficult, please contact school. Staff can discuss your concerns and 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.
- **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 together:** Discuss concerns early and engage with support where appropriate.



# Unmissable Moments This Term

There are lots of exciting opportunities for children this term, including learning activities, seasonal events and celebrations. Good attendance ensures your child doesn't miss out!

