




# ATTENDANCE

## Short Month, Big Impact - Let's Make Every Day Count



February 2026

15  school days

As we move through February, we want to thank you for your continued support in helping your children arrive at school every day, ready to learn. This month brings new opportunities for progress, friendship, and resilience, and strong attendance remains one of the most important factors in your child's success.

### Building Resilience



February can feel like a long winter stretch, but it's also a valuable time for children to develop resilience. Being in school consistently helps them stay connected to routines, friendships, and learning that builds confidence.

### Punctuality Matters



Arriving on time ensures children start the day calmly and confidently. Even a few minutes late can mean missing key instructions or important social moments that set the tone for the day. All children should come into school between 8.45am – 8.55am. Arriving between 9.00am and 9.30am will be marked as late.

Children arriving after 9.30am will be recorded as an unauthorised absence.

### Winter Wellbeing



We understand that winter brings coughs and colds. Children **can still attend school** with a cough, a cold and a sore throat. If needed, you can give your child some medicine before school to help them start the day comfortably. Often, once children arrive, see their friends, and get busy with their learning, they settle quickly and complete the day without difficulty.

***Every Child Matters. Every Moment Counts.***



# ATTENDANCE

## Reporting Absence



If your child is unwell and unable to attend, please contact the school **on the morning of the absence** by **phone call**, **email**, or by leaving a message on the **answerphone**. If your child is absent for more than one day, please contact us each morning to let us know.

When reporting an absence, please include:

- Your child's full name
- Their class or year group
- A clear and detailed reason for the absence

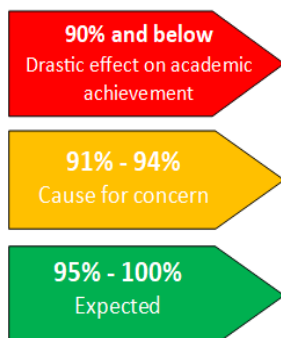
Please note that vague reasons such as **"still poorly"**, **"feeling unwell"** or **"not 100%"** are **not acceptable**. We require specific information to ensure we record absences accurately and support families appropriately.

## Safeguarding Reminder

If parents or carers **do not make contact with the school** to explain a child's absence, we may carry out a **Safe and Well check** as part of our safeguarding procedures.



This may involve contacting you directly, contacting other named contacts that you have shared with us or visiting the family home.



***Every Child Matters.  
Every Moment Counts.***

## Holidays During Term Time

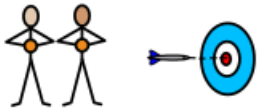
A reminder that **we are unable to authorise holidays during term time**. Any unauthorised holiday will result in a **Fixed Penalty Notice (FPN)** being issued.



Please plan family holidays during the designated school breaks to avoid disruption to your child's learning.



# ATTENDANCE



## Our Shared Goal

We aim for every child to attend school **every day they are well enough to do so**. Good attendance supports academic progress, social development, and emotional wellbeing. Thank you for working with us to give your child the best possible start.



## Year 6

Strong attendance ensures children are fully prepared for SATs, secondary school expectations, and the responsibilities that come with being role models in their final year of primary school.



## Year 3

As children enter Key Stage 2, good attendance helps them adapt to increased independence, new subjects, and more challenging learning, setting strong habits for the years ahead.



## Year 4

Daily attendance allows children to deepen their understanding across subjects, take part in collaborative learning, and develop the resilience and study habits needed for upper KS2.



## Year 5

Regular attendance is vital as learning becomes more complex; children benefit from consistent teaching, group projects, and the preparation needed for the transition to Year 6.



## Reception (EYFS)

Regular attendance helps children feel secure and settled as they learn school routines, build friendships, and develop the early skills that form the foundation of all future learning.



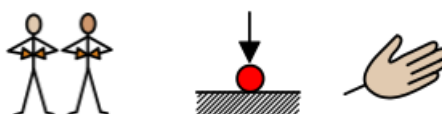
## Year 1

Being in school every day supports children as they move from learning through play to more structured lessons, helping them build confidence in reading, writing, and number skills.



## Year 2

Consistent attendance ensures children don't miss key learning before their end of KS1 assessments and helps them strengthen the core skills they'll rely on throughout primary school.



**We are here to help.** If you are experiencing any difficulties regarding your child's attendance, please contact either your child's class teacher or speak to Mrs McCormack, Family Liaison Officer. We are here to help and support you, and open communication enables us to work together to improve your child's attendance. By sharing any challenges early, we can offer guidance, put appropriate support in place, and ensure your child has the best possible chance to succeed. Thank you for working with us to support your child.