



ST. ANDREW'S CE JUNIOR SCHOOL

5th September 2025

Dear Parents and Carers,

I hope this letter finds you well. I am writing to emphasise the importance of regular school attendance and to clarify a few key expectations, in line with guidance from the Department for Education (DfE) and Ofsted.

Why Attendance Matters

Good attendance is not just a school priority – it is a national one. The DfE's statutory guidance Working Together to Improve School Attendance makes it clear that regular attendance is essential for children's academic success, social development, and overall wellbeing. Ofsted also considers attendance a key indicator of a school's effectiveness and expects schools to do all they reasonably can to support high attendance levels.

Mild Illnesses

We understand that children may occasionally feel under the weather. However, if your child has a mild illness such as a headache or slight cold symptoms, we encourage you to send them into school. Our staff will monitor them and, if necessary, contact you should they need to go home. Often, children feel better once they are in the school environment and engaged in their routine.

Medical Appointments

Wherever possible, please arrange medical or dental appointments outside of school hours. If this is not feasible, we ask that appointments be scheduled after morning or afternoon registration so that your child's attendance is still recorded. This helps us maintain accurate records and ensures your child does not miss valuable learning time.

Holidays During Term Time

A reminder that holidays during term time cannot be authorised under any circumstances. The law is clear on this, and schools are required to follow national regulations. Unauthorised absences may result in penalty notices issued by the local authority.

Reporting Absences

Please remember to phone the school office each morning your child is absent, unless the absence is due to sickness and diarrhoea. In that case, you only need to notify the office on the first day of absence, and your child must remain off school for 48 hours after the last episode to prevent the spread of infection. This helps us keep accurate records and ensures the wellbeing of all pupils.

Late Arrivals

Please be aware that arrivals after 9:20am are recorded as unauthorised absences. The school gates close promptly at 9:00am, and any child arriving after this time must report to the school office to sign in. Punctuality is important for a calm and settled start to the day, and we appreciate your support in ensuring children arrive on time.

Our Shared Responsibility

The DfE guidance is clear: 'Attendance is everyone's business.' We are committed to working with families to overcome any barriers to attendance and to ensure that every child has the best chance to thrive. Your support in reinforcing the importance of daily attendance is vital.

Thank you for your continued cooperation. If you have any questions or concerns, please don't hesitate to contact us.

Warm regards,

Mrs M Cornwall (Headteacher)

Mrs S McLaren (School Attendance Officer)

