

8 THINGS PARENTS CAN DO TO SUPPORT GREAT SCHOOL ATTENDANCE

Simple actions at home can make a real difference to learning, confidence, friendships and future achievement.

1



MAKE SCHOOL THE EVERYDAY EXPECTATION

Encourage your child to attend every day and reinforce that school is the normal place to be. Regular attendance helps them keep up with learning and stay connected with friends.

2



BUILD A STRONG MORNING ROUTINE

Prepare uniform, bags and equipment the night before. Keep bedtime and wake-up times consistent and allow enough time for the journey so your child arrives punctually.

3



THINK CAREFULLY ABOUT MINOR ILLNESS

Many children with minor illnesses can still attend. If you are unsure whether your child is well enough for school, use NHS guidance or contact school for advice. Simply let us know if they are a little unwell and pastoral staff can routinely check on them and update you throughout the day.

4



KEEP APPOINTMENTS OUTSIDE SCHOOL HOURS

Wherever possible, arrange routine medical, dental and other appointments outside the school day. If this is not possible, keep the amount of school missed to a minimum.

5



KEEP HOLIDAYS TO SCHOOL HOLIDAYS

Do not book family holidays during term time. Leave of absence can only be authorised where the school considers there are exceptional circumstances.

6



TALK TO US EARLY IF SOMETHING IS WRONG

If anxiety, friendships, bullying, transport, family circumstances or another issue is making attendance difficult, contact us early. Do not wait for absence to build up, we want to work with you.

7



KEEP TRACK OF DAYS AND LESSONS MISSED

Check your child's attendance regularly. Think about the actual days and lessons missed, not just the percentage. Even occasional absence can add up quickly over a school year.

8



PRAISE PROGRESS AND GOOD ROUTINES

Recognise your child's effort to attend and be punctual. Small improvements matter and positive routines established early can make a lasting difference.

NEED HELP?

If getting your child into school is becoming difficult, please talk to us. The earlier we know, the sooner we can work with you to find practical support.

Contact: Form Tutor / Head of Year / Attendance Team

UNAUTHORISED ABSENCE AND PENALTY NOTICES

The national threshold at which a penalty notice must be considered is 10 sessions of unauthorised absence within a rolling 10-school-week period (usually equivalent to 5 school days).

A first penalty notice is £80 per parent, per child if paid within 21 days, rising to £160 if paid within 28 days.

Please remember: Reaching 10 sessions does not automatically result in a fine. Where appropriate, the school will work with families to address barriers to attendance. However, a penalty notice may be issued when the national threshold is met.

START STRONG

DfE analysis found that 57.4% of pupils who missed at least one day in the first week of 2024/25 later became persistently absent. A good September routine matters. Being in school every day and arriving on time from the very start helps establish positive habits for the whole year.

If your child is finding it difficult to attend school, please contact us early so that we can help before absence becomes a pattern

Based on Department for Education attendance communication guidance, updated 19 August 2026.

EVERY DAY COUNTS • EVERY LESSON MATTERS