

## Attendance Matters

Dear Parents and Carers,

As we begin the new school year, I would like to thank you for your continued support in ensuring that your child attends school regularly and arrives on time each day.

At Nawton and Rosedale Federation Primary School, we believe that every day counts. Good attendance is essential to children's academic achievement, wellbeing, friendships, confidence and future success.

### Our Attendance Expectations

- Attend school every day.
- Arrive on time and ready to learn.
- Attend for the full school day unless there is an exceptional reason for absence.

We are committed to fulfilling our obligations as detailed in the recently updated [Working Together to Improve Attendance, 2026](#) document from the DFE. We will continue to monitor attendance closely and contact families where attendance falls below expected levels. Where concerns arise, our first approach will always be to work positively with families to understand any barriers and offer support.

### Reporting Absence

If your child is unable to attend school due to illness, please notify the school as soon as possible on the first day of absence and keep us informed if the absence continues.

### Leave of Absence During Term Time

Parents must request any leave of absence in advance. Leave can only be authorised in exceptional circumstances and each request will be considered individually. Holidays, family trips and other leisure activities are not normally considered exceptional circumstances and are therefore unlikely to be authorised.

Where leave is not authorised and a child is absent from school, the absence will be recorded as unauthorised.

### Penalty Notices

Under national regulations, schools must consider a referral for a Penalty Notice when a pupil accumulates 10 sessions (5 school days) of unauthorised absence within a rolling 10-school-week period. This may include unauthorised holidays taken during term time.

### Working Together

We recognise that some families face challenges which can affect attendance. If you are experiencing difficulties that may impact your child's attendance, please contact us as early as possible. We are committed to listening, understanding and working in partnership with you to help your child attend school regularly and thrive.

Thank you for your support in ensuring that your child has the best possible opportunity to learn, achieve and succeed.

Yours sincerely,

Claire Owuor - Attendance Lead