



Our aim is to create a happy school where every member feels valued and able to achieve personal excellence.

Date: 10th September 2026

Ref: NBL/Attendance

Dear Parents/Guardians,

Re: Attendance – Expectations for the New Academic Year

As we begin a new academic year, we would like to take this opportunity to welcome you and your child back to school. We look forward to working in partnership with you to ensure your child has the best possible opportunity to achieve their full potential.

During the previous academic year, we were in contact with you regarding your child's attendance and worked together to encourage regular attendance and address any barriers that may have affected their time in school. We would like to thank you for your support and engagement with us during this time.

As we start a new academic year, we would like to take this opportunity to remind families of our expectations and the importance of regular school attendance.

Regular attendance gives children the best opportunity to learn, make progress, develop friendships, build confidence and feel a strong sense of belonging within our school community. Our expectation is that all pupils attend school every day and arrive on time, unless they are genuinely unwell or there is another unavoidable reason for absence.

We recognise that every family's circumstances are different and understand that there may be times when attendance is affected. If you have any concerns or feel there are circumstances that may impact your child's attendance, please contact your child's Form Tutor at the earliest opportunity.

We will continue to monitor attendance throughout the academic year. Attendance below 90% is classed as persistent absence, and where attendance becomes a concern, we will work with families to understand the reasons for absence and agree appropriate support and next steps. In some instances we may request medical evidence to authorise future illness related absences where there is an ongoing attendance concern or a pattern of repeated illness.

Please also be aware that where there are **10 sessions of unauthorised absence within a rolling 10-school-week period**, a penalty notice may be considered in line with the national framework. This can include unauthorised term-time holidays and other unauthorised absences. Any action taken will depend on the individual circumstances and the relevant attendance procedures.

Our aim is for every child to have a positive and successful year, with attendance supporting their learning, wellbeing and wider experience of school.

Thank you for your continued support and for working in partnership with us to ensure that our pupils have the opportunity to attend school regularly and make the most of their education.

Yours faithfully

Natalie Black
Deputy Head Teacher