ATTENDANCE NEWSLETTER

Welcome to the 2026/2027 academic year! We hope you all had a relaxing Summer break. As we start this new year, our main priority is to ensure that every child at or school feels happy, supported and ready to access as much of their education as possible. We know that life happens, and want to work with you to achieve the absolute best outcomes for your children.

Attendance Matters for Every Child, Every Day

Meet your Attendance Team



Mrs Hurley
Family Support Worker

My role is to help families overcome any tensions to school attendance offering practical help, guidance and a warm listening ear.



Mrs Gillings
Attendance Administrator

I keep the attendance records running smoothly and will be your first point of contact on day to day absence reporting.

Our Message to you
"We want to work in partnership with our families. If you are ever unsure whether to send your child into school, please talk to us. We can help assess the situation and offer support so your child doesn't miss out".

NHS Guidance : Should my child stay home or come to school?

It can be tough deciding whether your child is too ill for school. The NHS provides very clear guidance to help parents decide:

- Send them in if: They have minor symptoms like a mild cold, runny nose, slight cough, or a sore throat (without a high temperature). If they feel a bit under the weather in the morning, let us know—we will keep a close eye on them!
- Keep them home if: They have a high fever (38°C or above), severe pain, or have had vomiting or diarrhoea (children must remain home for 48 hours after the last episode).

Top Tip: If your child is feeling unsure or anxious, bringing them into school is often the best step. Our team is always here to give them extra reassurance throughout the day!

Our whole school target : 97%

This year our overall school target is 97% attendance across all year groups! We need your help to get there.
While 90% might sound like a high score on a test, 90% attendance actually means missing 1/2 day of school every week. Over a primary school career, that adds up to over half an academic year of missed learning!

The impact of absence: Did you know?

National studies and Department for Education (DfE) figures clearly show how vital primary school attendance is:

- Impact on Reading & Maths: Primary pupils with high attendance (95%+) are significantly more likely to reach the expected standards in reading, writing, and maths compared to those who regularly miss school.
- Social Connections: Regular attendance helps children build lasting friendships, gain confidence, and feel a strong sense of belonging in their classroom community.
- Routine & Wellbeing: Being in school consistently creates a healthy routine, reducing anxiety about "falling behind" or missing key events.

Understanding Legal & Government Guidelines

Fixed Penalty Notices (FPN) & Legal Measures

Under national framework rules updated by the Department for Education:

- Unauthorised Absences: Taking unauthorised leave in term time (such as holidays) or accumulating repeated unauthorised absences can lead to a Fixed Penalty Notice (Fine) issued by the Local Authority.
- Escalation: Fine rates start at £80 per parent, per child if paid within 21 days (rising to £160 within 28 days). Repeated unexcused absences can result in court proceedings or higher penalties.

Our aim is ALWAYS to prevent things from reaching this stage. By keeping communication open between home and school, we can almost always find a positive path forward together before formal measures are ever needed.

School medicine administration

SCHOOL MEDICINE ADMINISTRATION: School can administer medicine. Parents must complete a medication form. Calpol can be left in school as a 'just in case' measure with a form.

Medical Appointments

Medical appointments should be booked for outside of school hours wherever possible. In the event you have to have an appointment during school hours you are expected to bring your children into school before and after the appointment reducing the amount of time they are not present, any appointments without proof will be an unauthorised absence.

SAFEGUARDING: OUR DUTY OF CARE

Parents must liaise with us EVERY DAY their child is not in school. For safeguarding purposes, we must know the exact reason for absence. Please email the attendance team with as much information as possible." (attendance@sandylanebacknell.com).

Let's work together making it a great year !

Every day your child spends in the classroom expands their opportunities, builds their confidence, and helps them discover new strengths. If you are struggling with morning routines, transport, health concerns, or school anxiety, please don't hesitate to reach out to us. We are here to support your family every step of the way. Together, let's aim high and reach that 97% target!

Kind regards
Mrs. Hurley & Mrs. Gillings
Attendance Team