

HEADTEACHER
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Dear Parents and Carers,

As we move further into the new term and continue through the winter months, we would like to take the opportunity to remind families of the importance of good attendance and to clarify our expectations around illness and school attendance.

Attendance and Learning

Learning in school is carefully planned in small, sequential steps, and both regular attendance and punctuality play an important role in supporting children's progress. Arriving on time ensures that children settle quickly, access the full curriculum, and avoid missing key instructions or learning opportunities at the start of the day. Late arrivals can be unsettling for children and disruptive to learning, particularly when this happens regularly.

Any time missed, whether through absence or lateness, can create gaps in learning that may make it harder for children to fully access lessons as the term progresses. We often see an increase in absence and lateness during the winter period and at key points in the term, and we would like to remind families how important consistency is in supporting both academic progress and well-being.

There are also important opportunities throughout the term for children to revisit, secure and apply their learning, as well as valuable social time with friends. We would therefore encourage families to aim for the highest possible attendance and to ensure children arrive at school on time wherever circumstances allow.

Illness

We understand that it can sometimes be difficult to decide whether a child is well enough to attend school. The school follows [NHS guidance](#) and information from trusted sources such as the [Healthier Together](#) website. This guidance suggests that, in most cases, children can attend school with mild coughs and colds.

If you are unsure whether your child is well enough, we would encourage you to bring them into school. Staff will monitor your child and contact you if their condition worsens during the day. We often find that routine, encouragement and engaging learning activities can help children who are feeling slightly under the weather.

That said, it is important to be clear that children should not attend school if they are genuinely unwell. This includes:

- Fever or flu-like symptoms
- Vomiting or diarrhoea (children should remain at home for 48 hours after the last episode)
- Illnesses that significantly affect their ability to participate in learning

In these cases, children should remain at home to rest and recover.

If your child is ill and unable to attend school, please phone the school office each day of absence as early as possible.



Medically Vulnerable Children and Preventing the Spread of Illness

We would also like to remind families that we have children in school who are medically vulnerable. For this reason, we ask parents to be particularly mindful when deciding whether to send an unwell child into school.

The NHS guidance, [*Is my child too ill for school?*](#), provides clear guidance on which illnesses mean children should not attend school, particularly to help reduce the spread of infection. We strongly encourage parents to follow this guidance carefully. A link to the NHS guidance can be found on our website.

If your child has a medical condition that makes them more vulnerable and you have not already shared this information with us, please contact the school office so we can ensure appropriate support is in place.

Term-Time Leave

If you intend to take your child out of school during term time, you must complete a term-time leave request form. Paper copies are available from the school office, and the form can also be downloaded from the school website.

Our full Attendance Policy is available on the school website for your reference.

Thank you for your continued support in helping us ensure that all children are safe, well, and able to access their learning fully.

Yours sincerely,

Mr W Allen
Headteacher