

Attendance Matters!

Autumn 1 2025

Welcome to the first attendance newsletter of the year. This edition has lots of key information regarding attendance procedures at the school.

Improving school attendance is everyone's business so we need to work together!

At The Cambridge Primary School, we are very proud of our attendance and we value your support in maintaining this.

Good attendance at school (which is considered at least 95%) is essential because it:

- supports children to feel confident and happy about school and learning
- helps children to develop friendships
- is directly linked to improved attainment and progress. This in turn, leads to further opportunities and better job prospects

School

- Work with families to understand, support, overcome and remove barriers to attendance.
- Aspire to, and promote the benefits of high attendance.
 - Have a clear [school attendance policy](#)?
- Manage admission and attendance registers and promptly follow-up on absence.
- Regularly monitor attendance to identify those requiring support.
- Share information and work collaboratively with other professionals to support families.



Parents

- Ensure your child attends school every day, except when authorised (e.g. for illness).
- Ensure your child is on time for school
- Notify school promptly if your child is unexpectedly absent by reporting any absences to the school office by 9am.
- Only request leave of absence in exceptional circumstances and do so in advance.
- Work with the school to address any attendance issues and find solutions together.
- Book any medical appointments around the school day.

Absence-Term Time

Apart from when ill, children are only permitted to miss school if:

1) You have asked **in advance** and been given permission for your child to be absent due to exceptional circumstances.

Holidays are never authorised.

2) You are taking part in religious observance (one day only.)

If you consider that there are exceptional circumstances relating to your request, please provide full details. Each application for a leave of absence will be considered on a case-by-case basis. Complete our Leave of Absence form and return to Mrs Kennedy and Miss Tancock via reception, for consideration. Please give at least two weeks' notice. Authorisation cannot be given retrospectively.

Absence-Illness

Please report any absence to the school office **by 9am**

01252 314884

info@cambridgeschool.hants.sch.uk

Is my child too ill for school?

It can be tricky deciding whether or not to keep your child off school when they're unwell. The [NHS website](#) will help you decide if you should send your unwell child to school or see the information on the following page.

Please also remember that if your child is unwell in the morning but feels better later on, they are very welcome to attend school later on in the day.

Please report any absences to the school office by 9am

01252 314884

info@cambridgeschool.hants.sch.uk



Contact us

If you're struggling to get your child to school or struggling to get your child to school on time.

Family Support Advisor: Mrs Vaiva
fsa@cambridgeschool.hants.sch.uk

Attendance Officer: Miss Carey
info@cambridgeschool.hants.sch.uk

Punctuality

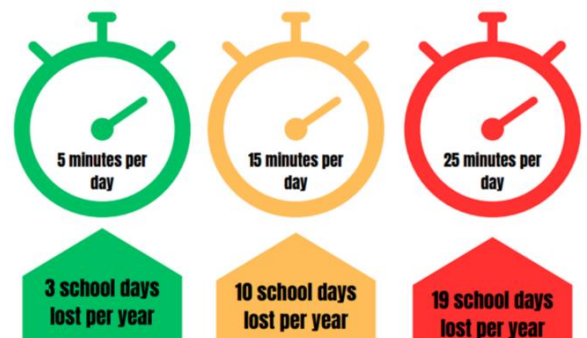
Punctuality is also important.

Gates open at 08:30 and learning begins from the moment the children enter school.

Types of lateness:

- Late before the registration closes (up to 09:15).
- Late after the register closes (after 09:15) and counts as an unauthorised absence

EVERYDAY MINUTE COUNTS



Should I send my child to school?

All children should attend school every day. We understand that illnesses cannot be helped and it can be tricky deciding whether or not to keep your child off school when they're unwell. The guidance below can help.



Attend School

Feeling anxious or worried-It's normal for children to feel a little anxious sometimes. They may get a tummy ache or headache, or have problems eating or sleeping. Avoiding school can make a child's anxiety about going to school worse. It's good to talk about any worries they may have such as friendship concerns, school work or sensory problems. Contact the school to find ways to help them. If your child is still struggling and it's affecting their everyday life, it might be good to talk to your GP.

Common Illness-If your child is feeling sick, tired, has a sore tummy, a cough, cold, cold sores, conjunctivitis, runny nose, blocked nose, sore throat, ear ache or an ear infection, it is fine to send them into school. They may need a dose of pain relief before school or a visit to your local pharmacy could also help.

Head lice and nits-There's no need to keep your child off school if they have head lice. You can treat head lice and nits without seeing a GP.

Hand, foot and mouth disease-If your child has hand, foot and mouth disease but seems well enough to go to school, there's no need to keep them off.

Slapped Cheek Syndrome- You don't need to keep your child off school if they have slapped cheek syndrome, because once the rash appears, they're no longer infectious.

Threadworms: You don't need to keep your child off school if they have threadworms. Speak to your pharmacist, who can recommend a treatment.

COVID-If your child has mild symptoms, such as a runny nose, sore throat, or slight cough, and feels well enough, they can go to school.

Not Attend School

High Temperature-If your child has a high temperature, keep them off school until it goes away. A high temperature is 38C or more.

Vomiting &/ or Diarrhoea-Children with diarrhoea or vomiting should stay away from school for 48 hours from the final bout.

Chicken Pox-If your child has chickenpox, keep them off school until all the spots have crusted over. This is usually about 5 days after the spots first appeared.

Impetigo-If your child has impetigo, they'll need treatment from a pharmacist or GP, often with antibiotics. Keep them off school until all the sores have crusted over and healed, or for 48 hours after they start antibiotic treatment.

Measles-If your child has measles, they'll need to see a GP. Keep your child off school for at least 4 days from when the rash first appears.

Scarlet fever-If your child has scarlet fever, they'll need treatment with antibiotics from a GP. Otherwise, they'll be infectious for 2 to 3 weeks. Your child can go back to school 24 hours after starting antibiotics.

COVID-Your child should try to stay at home and avoid contact with other people if they have symptoms of COVID-19 and they either:

- have a high temperature
- do not feel well enough to go to school or do their normal activities. **Your child is no longer required to do a COVID-19 rapid lateral flow test if they have symptoms**

Please see the new rules from the Department for Education regarding absence and penalty notice fines below.

New attendance rules!

There are new rules for unauthorised absences, whether this is due to holiday, irregular attendance, or otherwise. Don't get caught out!

I'm a single parent of one child and I want to go on holiday for 5 days or more.

Let the school know before you book anything and make sure you use the absence request form. A holiday **will not** be authorised. If your child misses at least 5 school days, you'll be given a penalty notice fine. This fine is per child, per parent...



1 parent & 1 child = £80 if paid within 21 days

Increases to £160 if paid between 21 and 28 days

1 parent & 2 children = £160 if paid within 21 days

Increases to £320 if paid between 21 and 28 days

For a family of 2 parents & 2 children



£320 if paid within 21 days

Increases to £640 if paid between 21 and 28 days

What happens if school suspects children are actually on holiday?

Photos on Facebook? Foreign mobile dial tone? Home visit shows no-one at home? Amazing sun tan? Children talking about your holiday?



Please don't be offended if we ask these questions or ask for evidence - we're required to do this to ensure a fair system!

What about subsequent absences? Is it still the same penalty amount?

NO! If you have a second holiday in a rolling 3-year period you will receive a higher fine of £160 per child per parent. If you have a third holiday in a rolling 3-year period there is an immediate referral for prosecution

2nd TIME

2 parents and...
1 child = £320
2 children = £640
3 children = £960

No discount for early payment!

3rd TIME

A penalty notice fine **will not** be given. Instead, your case will be taken to court. A magistrate can fine each parent £2,500 for each child.

*1 parent & 2 children = £5,000
2 parents and 2 children = £10,000*

What about irregular attendance? Could I get a penalty notice?

YES! If your child is absent for 10 or more sessions in 10 weeks, and their absences are unauthorised, then the school is required to consider penalty notices / prosecution.



So, half a day here and day there could all add up to 10 sessions in 10 weeks. If unauthorised, then it would be a penalty notice. Remember, 1 day is 2 sessions (morning and afternoon).

What are typical reasons given that won't be authorised?

Examples of unauthorised absences

A family member's birthday
Shopping for uniforms
Inadequate clothing for school
Child being used as a carer
Problems with transport

Family holidays
Sickness of parent or sibling
Sibling's school closed
Refusing to attend, but able to
Poor family organisation
No absence request completed

Where attendance is irregular, or historically poor, sickness absences may be unauthorised unless medical confirmation by a GP surgery is given.



EVERY DAY COUNTS – ATTEND TODAY, ACHIEVE TOMORROW