



**Ravenscote Junior School**  
**Attendance Newsletter**  
**October 2025**

**MOMENTS  
MATTER,  
ATTENDANCE  
COUNTS.**

Improving school attendance is everyone's business and, to tackle the challenge we face, we need to work together!

"THIS MORNING,  
HE HAD A  
RUNNY NOSE...  
BUT LOOK AT  
HIM NOW!"



"THIS MORNING,  
HE WAS WORRIED  
ABOUT SCHOOL...  
BUT LOOK AT HIM  
NOW!"



***Ravenscote Junior School's Whole School  
Attendance for last year was 96.48%.***

***This is amazing. Please help us to  
maintain this.***

**WE ARE  
AWESOME**

# Our Attendance Expectations

Our expectation is that all children should attend school every day. We do understand that on occasion, illnesses cannot be helped. Our 'Should I Send My Child to School?' guide will help you decide. For example, if your child has a headache or tummy ache, please give them some pain killers and when they feel better, please send your child into school, even if the day has already started.

If your child is too unwell to attend school, please let us know by 8.30am every day, using the Arbor App or Parent Portal. This absence will be recorded as an illness, but will affect your child's attendance percentage. Medical evidence may be requested.

Where possible, please make any appointments outside of school time. If this is not possible please do let us know, giving plenty of notice. To do this please complete our online form, which can be found on our website under Our Families > Forms. This absence will be recorded as a medical appointment, but will affect your child's attendance percentage. Evidence of the appointment may be requested.

If your child is absent, due to illness for 4 days or more, the class teacher will make a welfare call to offer support for when your child returns to school.

If we begin to notice that your child's attendance is dropping and becoming a concern, or if we notice that there is a pattern with the days they are absent, the class teacher will make a welfare call to offer any support you may need.

Following this, if your child's attendance continues to fall, you will receive an Attendance Letter of Concern.

We will then continue to monitor your child's attendance with the expectation that it will improve.

Every day your child is in school, their attendance will increase!

If your child's attendance does not improve, we will send out a second letter of concern requesting medical evidence for future absences. Without medical evidence any further absences will be recorded as unauthorised.

If your child's attendance does not improve, you will be invited to an Attendance Assessment Meeting, with our Designated Safeguarding Lead to see what we can put in place to offer any support you may need.

If there is no improvement a referral may be made to the Attendance Inclusion Officer at Surrey County Council. Parents will be invited to the next stage School Attendance Meeting. It may be decided that a penalty notice is to be issued to parents.

**100% ATTENDANCE**



Department  
for Education

### Appointments During the School Day

We appreciate that some appointments, such as hospital appointments, and urgent medical appointments may be difficult to obtain outside of school hours, however, please arrange all routine check ups outside of school time. If the appointment cannot be made outside of school hours, please return your child to school as soon as possible after the appointment to avoid missing too much lesson time. In line with our attendance policy, you may be asked to provide evidence of any appointments.

REMINDER: Parking in the staff car park is not permitted for collecting/dropping off for appointments.

The new DfE guidelines states that pupils should only be out of school for the minimum amount of time necessary for the appointment. If your child needs to be collected during the school day, they will be expected to remember to come to reception to meet you. Please remind your child in the morning of the time that they need to be in reception. It is not recommended that you collect your child during our lunch break, as we will not be able to locate them during this time:

Years 4 & 5 = 12.10pm-1.05pm      Years 3 & 6 = 12.30pm-1.25pm

### Absences for Religious Holidays

We are always happy to support religious holidays and observances. The DfE guidance states that a school may authorise a single day for the religious observance only, and your child's attendance percentage will be affected. Any further days absent would need to be considered as a Leave of Absence for Exceptional Circumstances.

### Late Collection from School or Clubs

School finishes promptly at 3.25pm and Ravenscote teacher led clubs finish at 4.30pm. It is expected that parents/carers collect their child(ren) on time. Late collections may result in a fine.

**Please report any absences due to illness  
by 8.30am each day via your Arbor Parent  
Portal or App.**



## Getting Your Child to School on Time Matters

As a school, we have recently noticed a concerning trend; an increase of children arriving late to school. At our school, the gates are opened at 8.30am and close at 8.45am. If your child arrives after this time they are to buzz on the gate and come to reception to sign in. Early morning work activities begin as soon as the children arrive to class, at 8.35am. Arriving by 8.45am means that planned learning opportunities are not missed. We firmly believe that every second counts in your child's education. Punctuality helps instil important life skills. Any child arriving after 8.45am will be marked with a late code (L) on the register and an app message will be sent to parents.

**5 minutes late each day = 3 days missed from school = 15 missed lessons each year**

**10 minutes late each day = 6 days missed from school = 30 missed lessons**

**15 minutes late each day = 9 days missed from school = 45 missed lessons**

It is important that your child attends school to receive a good education. By law, as a parent or carer, you must make sure that if your child is aged between five and 16 (compulsory school age), they receive a suitable full time education. This means that your child should not have sessions of unauthorised absence. During term times, your child should attend school regularly unless they are ill or the school has authorised their absence. School ensures that children have the best start in life and that they are equipped for succeeding both academically and socially so that they can achieve in their exams and manage relationships.

### What parents can do to ensure good attendance at school

- Create good routines for mornings at home so everyone's mornings can start calmly.
- Make sure that your child arrives punctually and ensure they are properly equipped with the right uniform, PE kit, school bag, pencil case, water bottle books, equipment for clubs etc.
- Ensure your child has had enough sleep.
- Read all school communications, including newsletters – this is how we communicate with parents.
- Let the school know the reason(s) for any absence update the school daily.
- Attend parents' evenings.
- Send your child into school later in the day if they are feeling better.
- Encourage and show interest; discuss their day with them.
- Talk to your child about their school day and support with the completion of homework.
- Check your child understands their homework and that it has been completed on time.
- Make medical/dental appointments out of school time, whenever possible.
- If you have an appointment in school time, attend school before and after the appointment (for example, if you have an appointment at 12 noon, your child can attend school before the appointment and for the afternoon session)
- Do **not** take holidays or long weekends away during term time – these will never be approved.
- Do **not** take days off school for shopping, theatre trips, birthdays, as you have school holidays and weekends for these things.

## Is my child too ill for school?

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 - <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

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.

### **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 bullying, friendship problems, school work or sensory problems. You can also work with us 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.

### **Coughs and colds**

It's fine to send your child to school with slight cough or common cold symptoms, such as a runny nose, sore throat or headache, as long as they're otherwise well and do not have a high temperature.

### **Chickenpox**

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.

### **Conjunctivitis**

You don't need to keep your child away from school if they have conjunctivitis. Do get advice from your pharmacist. Encourage your child not to rub their eyes and to wash their hands regularly.

### **COVID-19**

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. Your child is no longer required to do a COVID-19 rapid lateral flow test if they have symptoms.

### **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.

### **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.

### **Measles**

If your child has measles, they'll need to see a GP. Call the GP surgery before you go in, as measles can spread to others easily. Keep your child off school for at least 4 days from when the rash first appears. They should also avoid close contact with babies and anyone who is pregnant or has a weakened immune system.

### **Ringworm**

If your child has ringworm, see your pharmacist unless it's on their scalp, in which case you should see a GP. It's fine for your child to go to school once they have started treatment.

### **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.

### **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.

### **Sore Throat**

You can still send your child to school if they have a sore throat. A sore throat and a high temperature can be symptoms of tonsillitis.

### **Tonsillitis**

Symptoms of tonsillitis usually go away after 3 to 4 days but can last longer. Tonsillitis is not contagious. Speak to a pharmacist about tonsillitis.

### **Vomiting and Diarrhoea**

Children with diarrhoea or vomiting should stay away from school until they have not been sick or had diarrhoea for at least 2 days (48 hours).

### Penalty Notice Information

Just to remind parents/carers that if they take their children out of school without authority for 5 or more days (which do not have to be consecutive), then the following will apply:

1. If you have not incurred a penalty notice relating to this child/children in a rolling 3 year period since 19 August 2024, then the penalty notice will be charged at the rate of £160.00, per parent/carer per child, if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.
2. If you have incurred a penalty notice relating to this child/children since 19 August 2024, the rolling 3 year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160.00, per parent/carer per child, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.
3. If you have incurred 2 penalty notices relating to this child/children in the rolling 3 year period since the first penalty notice was issued, then you will NOT receive a third penalty notice – Surrey County Council will have no option but to consider a prosecution, per parent/carer per child, in the Magistrates Court under s 444 Education Act 1996.

Surrey County Council is not responsible for authorising pupil absence and therefore cannot withdraw any Penalty Notice requests without the written permission of the Headteacher.

### Holiday Requests

*Holiday requests are not authorised during term time.*

As parents, you have a legal responsibility to ensure your child's attendance at school. During the academic year, pupils are at school for 185 days and at home for 180 days. Please be aware that the School Attendance (Pupil Registration) (England) Regulations 2024 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

From 1 September 2013, a change to government legislation means that schools are no longer allowed to authorise requests for children to be taken out of school for a holiday during term time unless there are exceptional circumstances. Mrs Wells will consider the reasons for the request carefully and will notify you of the decision. In the absence of a decision, parents/carers cannot assume that permission for the absence has been given. You must allow at least two weeks for Mrs Wells to consider your request. It is important that all parents complete our Leave of Absence Form if their child requires time away from school.

The Leave of Absence Form can be found on the school website.

Please email completed forms to Mrs Wells via the school office. Mrs Wells may request your travel confirmation if she feels this is necessary.

## Attendance Matters / Commitment Matters

Something to think about.....

**There are 185 learning days each school year.**

This means that there are 180 days for weekends away/holidays/ appointments etc.

95% attendance = 9.25 school days missed each school year.

95% attendance = 37 junior school days missed.

90% attendance = 18.5 school days of lost learning each school year.

90% attendance = 74 junior school days missed.

90% attendance = Over 14 junior school weeks missed.

80% attendance = 37 school days missed each school year.

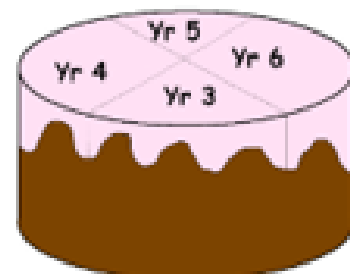
80% attendance = 152 junior school days missed.

80% attendance = 31 weeks of school missed during your child's time at junior school = Over 2 full terms of lost learning!

**More than 150 English and maths lessons missed!**

75% attendance = one full year of KS2 education lost!

**You can't have your cake and eat it!**



75% attendance over 4 years in junior school means 1 year's education lost.

Which year can you afford to lose?

The more time spent in school, the better your child's attainment.

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