



Ravenscote Junior School

Attendance Newsletter

December 2025

Tips for Parents and Carers

- Talk to your child about how important it is to attend school every day.
- Express the importance of arriving at school on time, ready for registers and early morning learning (8.35am-8.45am)
- Use open communication. For example: How was your day? What did you do today? What was your favourite lesson?
- If your child is trying to avoid school, find out why by opening lines of communication and reach out to school for support.
- Help your child to keep routines, for example in the morning and evening and for homework.
- Where possible, arrange medical appointments outside of school hours and ensure your child attends school before or after appointments.
- Use the Arbor Calendar to keep up with what is going on in school.

UK Health Security Agency **NHS**

Should I keep my child off school?

Yes

	Until...
Chickenpox	at least 5 days from the onset of the rash and until all blisters have crusted over
Diarrhoea and Vomiting	48 hours after their last episode
Cold and flu-like illness (including COVID-19)	they no longer have a high temperature and feel well enough to attend. Follow the national guidance if they've tested positive for COVID-19.
Impetigo	their sores have crusted and healed, or 48 hours after they started antibiotics
Measles	4 days after the rash first appeared
Mumps	5 days after the swelling started
Scabies	they've had their first treatment
Scarlet Fever	24 hours after they started taking antibiotics
Whooping Cough	48 hours after they started taking antibiotics

No
but make sure you let their school or nursery know about...

Hand, foot and mouth	Glandular fever
Head lice	Tonsillitis
Threadworms	Slapped cheek

Advice and guidance
To find out more, search health protection in school or scan the QR code or <https://qrcod.de/minfoc>.

100% Attendance Badges

100% ATTENDANCE

100% ATTENDANCE

100% ATTENDANCE


100% ATTENDANCE

A different one to collect each year!

HOW ILL DO KIDS NEED TO BE TO NOT GO TO SCHOOL?

Sore throat SEND TO SCHOOL	Cough SEND TO SCHOOL	Runny nose SEND TO SCHOOL	Temperature STAY AT HOME	Cold sores SEND TO SCHOOL
Conjunctivitis SEND TO SCHOOL	Head lice SEND TO SCHOOL	Threadworms SEND TO SCHOOL	Scarlet fever STAY AT HOME	Diarrhoea and vomiting STAY AT HOME

Difference Between Cold and Flu



NHS
Healthier Together
Improving the health of babies, children and young people throughout Frimley

Please do not send your child to a childcare or education setting if they have flu

A simple guide to the differences between cold and flu

Flu	Cold
Appears quickly within a few hours	Appears gradually
Affects more than just your nose and throat	Affects mainly your nose and throat
Makes you feel exhausted and too unwell to carry on as normal	Makes you feel unwell, but you still feel well enough to do your normal activities

Source: nhs.uk

If you are unsure of whether they should be attending their usual setting based upon symptoms they are experiencing, check Frimley Healthier Together for advice

Frimley-HealthierTogether.nhs.uk

Cough and cold

Coughs and colds are extremely common in young children. Coughing is the body's natural way of clearing infection. Most of these are likely to be caused by a virus, which means that antibiotics don't help. Antibiotics might cause side effects such as rash and diarrhoea, or increase the risk of developing antibiotic resistance. Having green snot or a noisy chest does not mean that your child has an infection requiring antibiotics.

Coughing can wake a child in the night but does not mean the illness is more severe.

Cough and Cold - When should you worry?



RED

If your child has any of the following:

- Breathing very fast or breathing that stops or pauses
- Makes a **grunting** noise every time they breathe out
- A harsh noise as they breathe in (**stridor**) present all of the time (even when they are not upset)
- Becomes pale, blue, mottled and/or unusually cold to touch
- Difficult to wake up, very sleepy or confused
- Weak, high-pitched, continuous cry or can't be settled
- Has a fit (seizure)
- Is under 3 months old with temperature more than 38°C or under 36°C (unless fever in the 48 hours following vaccinations and no other red or amber features)
- Has a rash that does not go away with pressure (the '**Glass Test**')

You need urgent help.

Go to the nearest [Hospital Emergency \(A&E\) Department](#) or phone 999



AMBER

If your child has any of the following:

- Working hard to breathe, drawing in of the muscles below the ribs (**recession**)
- A harsh noise as they breathe in (**stridor**) only when upset
- Dry skin, lips or tongue
- Not had a wee or wet nappy in last 8 hours
- Poor feeding in babies (less than half of their usual amount)
- Irritable (Unable to settle them with toys, TV, food or hugs even after their fever has come down)
- Is 3-6 months old with temperature 39°C or above (unless fever in the 48 hours following vaccinations and no other red or amber features)
- Temperature of 38°C or above for more than 5 days or shivering with fever (rigors)
- Temperature less than 36°C in those over 3 months
- Getting worse and I am still worried

You need to contact a doctor or nurse today.

Please ring your GP surgery or call NHS 111 - dial 111

If symptoms persist for 4 hours or more and you have not been able to speak to either a member of staff from your GP practice or to NHS 111 staff, recheck that your child has not developed any red features



GREEN

If your child has none of the above

Watch them closely for any change and look out for any red or amber symptoms

Additional advice is also available for families for help coping with crying in otherwise well babies – click [here](#).

If your child has a long term condition or disability and you are worried please contact your regular team or follow any plans that they have given you.

Self care

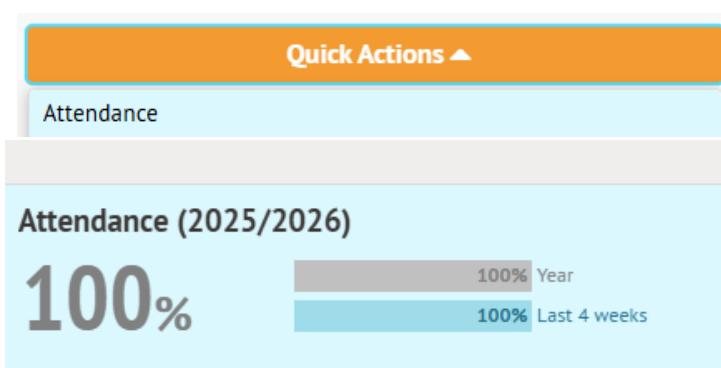
Continue providing your child's care at home. If you are still concerned about your child, please call your GP surgery (or call NHS 111 if your GP surgery is closed)

Communication with Parents and Attendance on the Arbor Parent Portal/App

At Ravenscote we will start to communicate with parents about attendance as soon as we see a concern.

In the first instance parents will receive a phone call from the class teacher or a letter of concern from Mrs Nicholson, our Designated Safeguarding Lead. We ensure that these letters, and all our attendance communications, are sensitive to individual circumstances.

We encourage parents/carers to monitor their child's attendance via the Arbor Parent Portal or App, which updates daily.



Recent Attendance (24 Sep 2025 - 01 Oct 2025)	
Present	11 sessions (100.00%)
Late	0 sessions (0.00%)
Authorised absent	0 sessions (0.00%)
Unauthorised absent	0 sessions (0.00%)

Statistics for Academic Year 2025/2026	
Possible sessions	41
Present	41 sessions (100.00%)
Late	0 sessions (0.00%)
Authorised absent	0 sessions (0.00%)
Unauthorised absent	0 sessions (0.00%)

Late to School Message to Parents

If your child arrives to school after the morning registers have closed (8.45am), you will receive an In-App message via Arbor to let you know.

You have 2 unread messages. [Click here to view.](#)

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 Portal/ App](#). 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 or a letter of concern may be sent.

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 (AAM), 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 and Advice Intervention Officer at Surrey County Council. Parents will be invited to the next stage School Attendance Meeting (SAM). It may be decided that a penalty notice is to be issued to parents.

Please view the [Attendance page](#) in our website for more information.

Ravenscote Junior School's Whole School Attendance for this year so far is over 97%. This is amazing. Please help us to maintain this.

Persistent Absentees Flowchart

Children with 10 unauthorised absences within 10 school weeks

Attendance Tracked and Monitored.

Unwell for 4 days+ If a child is absent for 4 days+ due to illness, the class teacher will make a welfare call.

Attendance continues to be a concern (especially if it drops below 91%)

An Attendance Letter of Concern (letter 1) will be sent to inform parents/carers that the absences have been noticed and child's attendance will be monitored. Is there anything we can put in place to support? An improvement to attendance is now expected.

Attendance continues to be a concern

A second letter (letter 2) will be sent to parents/carers informing that absences due to illness will no longer be authorised without medical evidence.

Attendance continues to be a concern

Parents will be invited to an Attendance Assessment Meeting (AAM) with the Senior Attendance Champion, to discuss the issue causing absences, and discuss support (including internal support and outside agencies). Where possible the class teacher and year lead will attend.

Attendance continues to be a concern

Parents will be invited to a formal School Attendance Meeting (SAM) with the Senior Attendance Champion, class teacher and year lead, to discuss the issue causing absences, and discuss support (including internal support and outside agencies.) Attendance Contract to be put in place. The Attendance and Advice Intervention Officer from SCC will also be invited. Possibility of a penalty notice will be discussed.

Following the SAM, if there are 10 unauthorised sessions in 10 weeks.

A Notice to Improve letter will be issued to parent/carer.

Monitor for 25 school days. If attendance doesn't increase.

A fixed term penalty notice; Surrey Attendance Service involved.

A fixed term penalty notice may be requested from SCC.

Possible contact with GP to see if there are any medical reasons why child is not attending school regularly.

Register Marks

We are legally required by the DfE to take the register twice a day. Once in the morning and again in the afternoon. A child who is not present when the register is taken will be marked absent for the entire session.

All register marks are reported to the DfE daily. The DfE will ask for an explanation if a child's attendance is falling, especially those children under 91%.

Requests for Leave of Absence

Schools may only grant leave of absence for special circumstances. The information from the DfE states that schools cannot authorise a request for leave of absence in exceptional circumstances for the purpose of a holiday. Schools also cannot grant leave retrospectively. Holidays during term time will not be authorised.

If you consider there will be exceptional circumstances relating to your request, please ensure we have full details. Each application for a leave of absence will be considered on a case by case basis. Please complete our Leave of Absence form and return to Mrs Wells, via reception, for consideration. Please give at least two weeks' notice. No parent/carer can demand a leave of absence during term-time for their child as a right and authorisation cannot be given retrospectively.

Holidays are not considered as exceptional circumstances.

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 5 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.

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. Days absent that are not specific religious holidays cannot be recorded as authorised.

How to Report an Absence

For illnesses, please use the Arbor Parent Portal to App. Illness must be reported by 8.30am on each day of absence. For appointments, please advise in advance using the [online form](#)

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 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 it would be challenging to locate them during this time:

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

Penalty Notice Information

Amount Payable for a Penalty Notice and Consequences for repeat unauthorised absences.

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.

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.

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.

Advice and support is available from an Attendance Advice Officer by contacting Surrey Attendance Service as follows :-

North West 01483 518130 South West 01483 517179 North East 01372 833588
South East 01737 737777

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

Penalty Notices to Address Poor Attendance at School

A Penalty Notice may be issued as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school (absence without the agreement of the school or not covered by a medical note) and will be used by Surrey County Council in the following circumstances :-

1. Pupils identified by police and Attendance Advice Officers (formerly Education Welfare Officers) engaged on Truancy Patrols and who have incurred unauthorised absences.
2. Leave of absence in term time (5 days or 10 sessions or more).

Please be aware that The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which became law on 01 September 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.

In such cases the Headteacher must decide whether there are exceptional circumstances. They may request that Surrey County Council issue Penalty Notices when the absence is not authorised.

Warnings will not be given where it can be shown that parents have been notified that such absences will not be authorised.

3. Finally, the issuing of a Penalty Notice will also be considered where it is judged that a parent is failing to ensure their child's regular school attendance.

This will be considered when a pupil has incurred 10 or more unauthorised sessions in the previous 10 school weeks, which may include a pupil arriving late after close of registration.

If you believe at any stage that your child's absence from school may leave you liable to receive a Penalty Notice, it is extremely important that you act without delay to secure their regular attendance.

If you have any questions or require further support to achieve an improvement in your child's attendance, please contact your child's school or the Attendance Advice Officer.

Penalty Notice relating to Exclusions

If a child is excluded from school, Section 103 of the Education and Inspections Act 2006 places a duty on parents/carers to ensure that their child is not in a public place without justifiable cause during school hours.

This duty applies to the first five days of each exclusion. Failure to do so will render the parent/carer liable to a Penalty Notice. (Alternative education provision will be made available from the sixth day of any exclusion.)



Attendance Matters / Commitment Matters

Something to think about.....

There are 185 learning days each school year.

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.

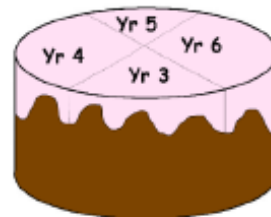
80% attendance = 31 weeks of school missed during your child's time at junior school =

Over 2 full terms of lost learning!

More than 150 English and maths lessons missed!



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?



Department
for Education

Should I send my child to school?

It can be tricky deciding whether or not to keep your child off school when they're unwell.

There are government guidelines for schools about health protection and managing specific infectious diseases at GOV.UK and below. These say when children should be kept off school and when they shouldn't.

Lots of help and guidance available:

https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/?utm_medium=email&utm_source=govdelivery
<https://educationhub.blog.gov.uk/2022/09/02/back-to-school-week-everything-you-need-to-know-about-school-attendance/>
<https://www.gov.uk/school-attendance-absence>

High Temperature

If your child has a high temperature, keep them off school until it goes away. A normal temperature in babies and children is about 36.4C, but this can vary slightly from child to child. A high temperature is 38C or more.

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.

My child has Covid-19 symptoms

If your child has mild symptoms and they feel well enough, they can still go to school. Your child should try to stay at home and avoid contact with other people if they have symptoms of Covid-19 **PLUS** either:
* a high temperature
* they do not feel well enough to go to school or do their normal activities

What to do if your child has tested positive

Your child is no longer required to do a COVID-19 rapid lateral flow test if they have symptoms. But if your child has tested positive for COVID-19, they should try to stay at home and avoid contact with other people for 3 days after the day they took the test.

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 problems, school work or sensory problems. You can also work with 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.

My child has one of the following common illnesses:

Feeling sick, sore tummy, cough, cold, cold sores, conjunctivitis, runny nose, blocked nose, sore throat, ear ache, ear infection, feeling tired. Unless your child has a temperature or is feeling really unwell, it is fine to send them into school with these illnesses. To make them feel better, please give your child a dose of pain relief before school. 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.

My child has vomiting and / or diarrhoea

Children with diarrhoea or vomiting should stay away from school for 48 hours from the final bout.

Unsure whether to send your poorly child to school?

Please use this helpful NHS Healthier Together website for help on whether to send your poorly child to school:

<https://frimley-healthiertogether.nhs.uk/parentscarers/child-unwell-ok-go-nurseryschool>