



Ravenscote Junior School

Attendance Newsletter

February 2026



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



Attendance Statistics

Daily register marks are sent to the DfE.

Children with attendance below 91% are classed as Persistent Absentees, and the school must take action. Ravenscote's attendance is currently over 96% – placing us in the top 10% of schools nationally!

 Let's work together to keep it that way.

Attendance Letters

We review whole-school attendance weekly, including all reasons for absence. If your child's attendance is a concern, we may contact you by letter.

Our aim is to work in partnership with parents/carers to improve attendance, so all children can benefit from being in school regularly and reach their full potential.

Arriving Late to School

We've noticed an increase in children arriving late.

Gates open at 8:30am and close at 8:45am, children arriving after this should sign in at reception.


Early morning work starts at 8:35am, so arriving on time ensures no learning is missed.

We believe every second counts in your child's education, and punctuality helps build important life skills.

Appointments During the School Day

We know some appointments (like hospital or urgent medical visits) can't always happen outside school hours. Where possible, please book **routine check-ups** outside the school day whenever possible. If an appointment must happen during school time:


 Return your child to school as soon as possible after the appointment.

 You may be asked to provide evidence of the appointment, in line with our attendance policy.

 Please do not use the staff car park for drop-off or collection.

 DfE guidance states pupils should be out of school for the minimum time necessary.

If your child is being collected during the day:

 They are expected to come to reception at the agreed time. Please remind your child in the morning when they need to be there.

 Avoid collections during lunch where possible:

Years 4 & 5: 12:10pm – 1:05pm

Years 3 & 6: 12:30pm – 1:25pm

Thanks for helping us minimise disruption to learning 

Absences for Religious Holidays

We are always happy to support religious holidays and observances. In line with DfE guidance, schools may authorise one day only for religious observance.

Please note that this absence will still affect your child's attendance percentage.



Requests for Leave of Absence

Schools may only grant leave of absence in special circumstances.

✗ Leave cannot be authorised for holidays

✗ Leave cannot be granted retrospectively

 All requests are considered on a case-by-case basis

If you believe your request involves exceptional circumstances, please provide full details.

 Complete a Leave of Absence form and return it to Mrs Wells via reception.

 Please allow at least two weeks' notice.

Please be aware that leave during term time is not an automatic right.

Holidays During Term Time – Penalty Notice Information from Surrey County Council

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.

Our Attendance Expectations

We expect all children to attend school every day however we understand that sometimes illness can't be avoided.

The following websites offer lots of help and guidance:

[NHS - My child is unwell. Can they attend school?](#)

[DfE - Back to School](#)

[DfE - School Attendance](#)

Please remember that a headache or tummy ache can often be managed with some pain relief, and your child can join class once they feel better, even partway through the day. If your child is too unwell to attend school, **please notify us by 8:30am via the Arbor Portal/App**. This will be recorded as an illness, which affects attendance percentages. Medical evidence may be requested.

Late Collection from School or Clubs

School finishes promptly at 3:25pm.

Ravenscote teacher-led clubs finish at 4:30pm.

Please ensure your child is collected on time.

 Late collections may result in a fine.

100% ATTENDANCE

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

