



Ravenscote Junior School Attendance Newsletter

April 2026



**Your child has only
one chance at school.
Help them make the
most of it!**



Good attendance at school is essential if children are to make good progress with their learning and achieve well.

Good attendance also benefits children's confidence and friendships.

Being punctual for school helps your child start the school day off on the right foot. Being late can cause stress, and it can become habitual.

Some Ways to Improve Attendance

Whenever possible, please book dental and medical appointments outside of school hours so learning time stays on track 📅 🦷

Make sure your child arrives at school on time—8:35am—ready for a prompt start 🕒

We kindly ask families not to book holidays during term time. Although they can be cheaper, time away from school impacts learning and may result in a penalty notice (see our attendance policy) ✈️

Missing the odd day at school can become a habit. Regular attendance helps build a positive work ethic—just like in the workplace 📅 🧑‍💼 ☀️

Attendance makes a difference to your child's success at school. Statistics show that children with an attendance rate of over 95% are three times more likely to achieve five or more grade 9-4 at GCSE. Every lesson counts!



If you would like to discuss your child's attendance, please contact our attendance officer, Mrs Markson or Mrs Nicholson, our assistant headteacher.



info@ravenscote.surrey.sch.uk

If your child's attendance is below 91% they are classified as a 'persistent absentee'. The Surrey Attendance Officer looks closely at attendance below 91%.

Stats show
1 drop in a
GCSE grade.

**Do you know what
91% attendance at
school can mean?**

91% attendance
over 5 years at
school = ½ a year
missed!

1 missed day a
fortnight.

Over a year
= 4 weeks
of missed
lessons.

75% attendance over 4
years at Ravenscote = 1
whole year missed.

There is a proven link between poor attendance at school and lower academic achievement. This is why the Department for Education, school leadership and school governors are not in favour of holidays in term time.

Term time holidays will not help your child's learning at school.

Even the odd days here and there will have a detrimental impact on their success at school.



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.



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.

https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/?utm_medium=email&utm_source=govdelivery



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



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.

100% Attendance Badges

100% ATTENDANCE

100% ATTENDANCE

100% ATTENDANCE

100% ATTENDANCE

A different one to collect each year!



HM Government

Search NHS school illness guidance to find out more.

**MOMENTS
MATTER,
ATTENDANCE
COUNTS.**



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*Ravenscote Junior
School's Whole School
Attendance for this
year so far is 96.49%*

This is great!

*Please help us to
maintain this.*

Thank you!