



Ravenscote Junior School

Attendance Newsletter

September 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 **98%** – 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. An App message will be sent to parents to let them know if their child has arrived late to school.

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. If an appointment must happen during school time:

-  Return your child to school as soon as possible after the appointment.
-  DfE guidance states pupils should be out of school for the minimum time necessary.
-  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.

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. If they forget to come to reception it is impossible for us to find them when they are outside with 619 other children!

Years 4 & 5: 12:10pm – 1:05pm

Years 3 & 6: 12:30pm – 1:25pm

Reporting Absences due to Illness

Please report any on the day absences due to illness by 8.30am via your Arbor Parent Portal or App. Absences must be reported each day of the absence.



Taking Part in a Sporting Event We are supportive of children participating in sporting fixtures and other extra-curricular activities. However, school attendance and learning must remain a priority. Wherever possible, arrangements should be made for children to attend sporting events outside of school hours, so that their learning is not disrupted. Where a child is required to leave school early to participate in a sporting fixture, parents/carers will be expected to provide written confirmation from the relevant sports club confirming the time of the fixture and that the child is required to leave school during the school day. Please also be aware that siblings who are not participating in the fixture should remain in school and will not be authorised to leave early to accompany their brother or sister.



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 Request 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.

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.



Late Collection from School or Clubs

School finishes promptly at 3:25pm. Ravenscote teacher-led clubs finish at 4:30pm. And the latest collection time from Ravens Roost is 6pm. Please ensure your child is collected on time. 🚫 Late collections may result in a fine.



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



Our Attendance Expectations

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

♥ 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  may 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  may 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 Mrs Nicholson, 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  .

♥ Absences due to illness are to be reported by 8.30am, via the Arbor Portal/App, each day of the absence.

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 affect your child's attendance percentage.

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. 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.



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 (usually under 91%.) 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.

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.



 **NHS**
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

Advice and Help from your local Pharmacy?

Pharmacists can suggest treatments that do not need a prescription for a range of conditions.

Most pharmacies can also offer prescription medicine for some conditions, without you needing to see a GP or make an appointment. This is called Pharmacy First.

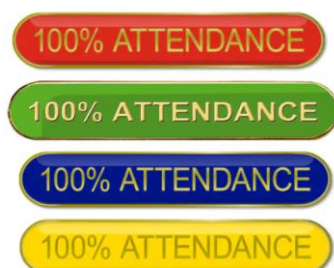
Conditions they can offer prescription medicine for are:

- impetigo (aged 1 year and over)
- infected insect bites (aged 1 year and over)
- earache (aged 1 to 17 years)
- sore throat (aged 5 years and over)
- sinusitis (aged 12 years and over)
- urinary tract infections (UTIs) (women aged 16 to 64 years)
- shingles (aged 18 years and over)

If you are not within these age ranges, a pharmacist can still offer advice and support decisions about self care treatment with over the counter medicines, but you may need to see a GP for treatment.

If you go to a pharmacy with one of these conditions, the pharmacist will offer you advice, treatment or refer you to a GP or other health professional if needed. They will also update your GP health record, but your information will not be shared with anyone else. Most pharmacies can provide prescription medicine for these conditions but contact them before visiting to check.

100% Attendance Badges



A different one to collect each year!