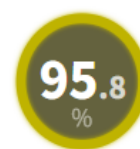


Cam Hopton C of E Primary School – Attendance Newsletter

Thank you for your continued support with raising school attendance for all pupils. It is the national expectation that children are in school every day that the school is open.



**Attendance School
Year to Date**

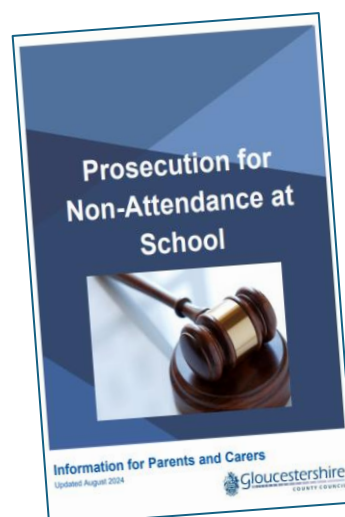
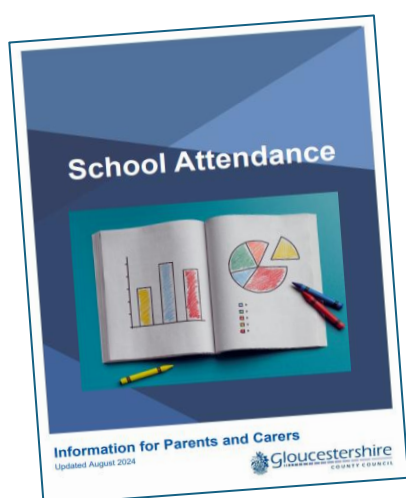
Why is good attendance important?

Good school attendance is vital for children's success in the future. Being in school every day that it is open is important to your child's achievement, wellbeing, and their wider development. Time in school also keeps children safe and provides access to extra-curricular opportunities and pastoral care. Every lesson is a crucial part of your child's learning journey, and frequent absences can significantly hinder their progress.

If children do not attend school regularly, they may:

- struggle to keep up with schoolwork
- have few opportunities to catch up on missed learning
- miss out on the social side of school life
- miss opportunities to make and keep friendships.

In-line with National Attendance updates, Gloucestershire County Council have produced the following leaflets to support parents with school attendance. For ease of access, these leaflets are available on our school website and paper copies are available from the school reception.



Legalities of School Attendance

In England, parents are legally responsible for ensuring their child receives full-time education, with compulsory attendance from the term after their 5th birthday until the last Friday in June of Year 11. Children must attend regularly—every session, every day—unless granted permission or too ill, with 10 sessions (5 days) of unauthorised absence triggering potential £80–£160 fines.

Key Aspects of Attendance Law:

- **Compulsory School Age:** Children must receive full-time education starting from the term following their 5th birthday.
- **Legal Duty:** Parents are committing an offence if their child fails to attend school regularly and punctually.
- **Authorised Absences:** Only permitted for illness, unavoidable causes, or with advance permission from the school (e.g. agreed religious observance).
- **Unauthorised Absence:** Includes term-time holidays or unauthorised leave, which can result in a penalty notice. If your child arrives in school after the close of register, this will be marked as an unauthorised absence.
- **Fines & Legal Action:** Penalty Notices may be issued for more than 10 sessions of unauthorised absence within a 10-day period (1day = 2 sessions). Fines are £80 (if paid in 21 days) or £160 (if paid in 28 days). A second fine within 3 years is automatically £160, and a third can lead to court prosecution.
- **15-Day Rule:** Schools must notify the local authority if a child misses 15 days due to illness.
- **Persistent Absence:** Missing 10 days of school in an academic year means attendance drops below 94.7% and your child will be recorded as being persistently absent.

Reception Age Specifics

While compulsory school age is generally the term after the 5th birthday, most children start Reception at age 4. Once a child is enrolled in school, even if below compulsory school age, they are expected to attend regularly, and the school must track their attendance.

Support first

'Working Together to Improve School Attendance' Guidance emphasises a 'Support First' ethos, encouraging the school, parents and other agencies to work together to understand why a child is not attending school and put in place effective solutions to address them.

As such, if you are concerned about your child's attendance, then please contact the school attendance champion, Mrs Melanie Tarren (Deputy Head) as soon as possible. A meeting can be arranged, so that we can better understand the issues, and ensure appropriate plan is put in place to support you, your family, and your child to prevent further absences.

Formalising and intensifying the support

Where voluntary 'support first' has not been effective, or it has not been engaged with, we will work with partners, including Gloucestershire County Council, to formalise and intensify the support, this could include a Notice to Improve.

If a pupil has 10 or more sessions of unauthorised absence within 10 school weeks, you may receive a ‘Notice to Improve’ notification, sent via email on behalf of the school and issued by Gloucestershire County Council. Each day of absence is recorded as two sessions (morning and afternoon). This means that 5 days of unauthorised absence is recorded as 10 sessions. Unauthorised absences include:

- unauthorised absence, where there is no reasonable circumstance for the absence taking place;
- arriving late after the register has closed; or
- a combination of these, with holidays taken during term time.



These 10 weeks can span different terms, academic years, and even different educational settings, such as transitions to secondary school or in-year school changes.

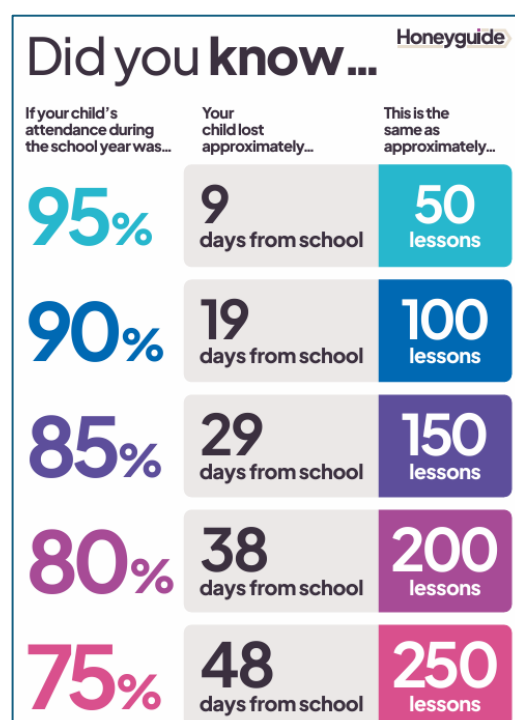
Example: if your child misses 3 days of school for a holiday in July (6 sessions) and is late after the register closes on 4 occasions (4 sessions) between September and October, you may be issued a ‘Notice to Improve’ notification.

The ‘Notice to Improve’ notification will set out the expectations and period notice for the improvement of attendance such as 'no further unauthorised absences'. Should the expectations not be met in the improvement period, then a Penalty Notice may be requested and issued by the school and County Council to each parent/carers responsible for the child.

Penalty Notice

As stated above, penalty notices will usually be issued when a notice to improve has not been effective; however, they may also be issued directly for any holiday-related absence that includes 10 sessions in 10 weeks.

Schools are *not* permitted to approve term-time holidays except in genuinely exceptional circumstances.



Where can I get help if my child is too anxious to go to school?

Attending school usually helps to protect your child's mental health, for a range of reasons including giving them a chance to be with friends and to benefit from learning. However, some children can be anxious or worried about going to school, particularly around the start of the new year or joining a new school or class.

It's normal for children to feel a little anxious sometimes. 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 perceived bullying, friendship problems, school work or sensory problems. If their anxiety continues and becomes an attendance issue, please contact us so that we can work together to support your child. Mrs Mel Holloway, our school Family Support Worker and ELSA, will offer you guidance and support, and your child may be offered ELSA support (Emotional Literacy Support Assistant). As an ELSA, Mrs Holloway supports children with social and emotional needs, such as anxiety, anger, or low self-esteem through individualized, creative support. As part of this role, Mrs Holloway works closely with educational psychologists.



In addition, Mrs Joise Fox is our trained TEAA (Trusted, Emotional Available Adult). Mrs Fox uses active listening and provides a safe, non-judgmental space for children to express concerns, validate feelings and regulate emotions. For specific anxiety related mental health, we have access to refer children to Young Minds Matter for further bespoke child therapy sessions and parenting intervention. Young Minds Matter is a specialized mental health service, providing early intervention for children experiencing mild to moderate issues like anxiety, low mood, and exam stress. It focuses on evidence-based support via Education Mental Health Practitioners (EMHPs) to prevent issues from escalating.

If your child is still struggling and it's affecting their everyday life, it might be good to talk to your GP. You can also find some useful advice from the NHS on anxiety in children and at Young Minds. These sites will help you work through likely reasons together with your child, what to do and how to make sure that you get the right support if there are more serious issues.

<https://www.youngminds.org.uk/parent>

[Anxiety in children - NHS](#)

What do I do if my child is too ill to attend school?

If your child is too ill for school, call school before 9:00am, or register their absence using the Studybugs app. Keep your child home if they have a high temperature ($>38^{\circ}\text{C}$), vomiting, diarrhoea, or a contagious illness. Manage symptoms with rest and fluids, returning when they feel better, usually 24 hours after a fever breaks.

Children with a minor cold or cough can still attend school. A "slight" runny nose or cough is fine, but not if it's heavy or accompanied by a fever.



UK Health
Security
Agency



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



SCAN ME

Advice and guidance

To find out more, search for health protection in schools or scan the QR code or visit <https://qrco.de/minftec>.



Many thanks to those of you who have already signed up to using the new Studybugs app.

Currently, 59% of our families have signed up to

Studybugs. 😊

This app provides a more efficient and secure system for reporting your child's absence due to illness. To report your child's absence, you will need to download the free Studybugs app, or register on the Studybugs website, and use it to tell us whenever your child's ill and unable to attend school. We will also include a link on our school website page for those unable to use an app.

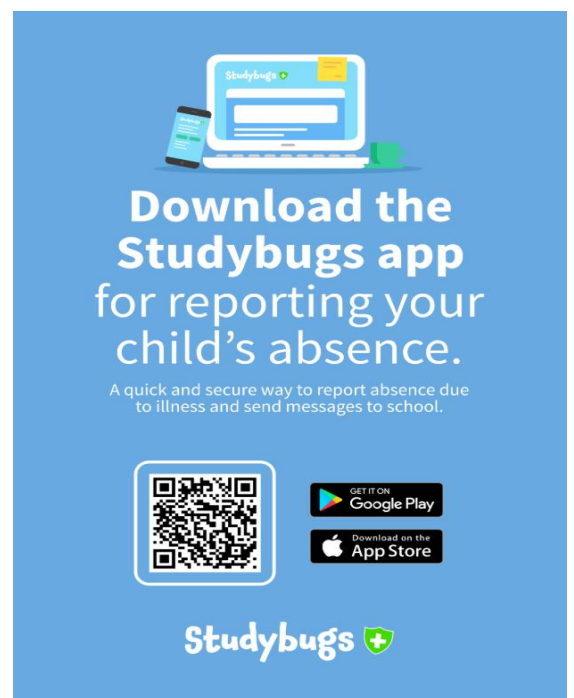
Get the app or register now

(<https://studybugs.com/about/parents>)

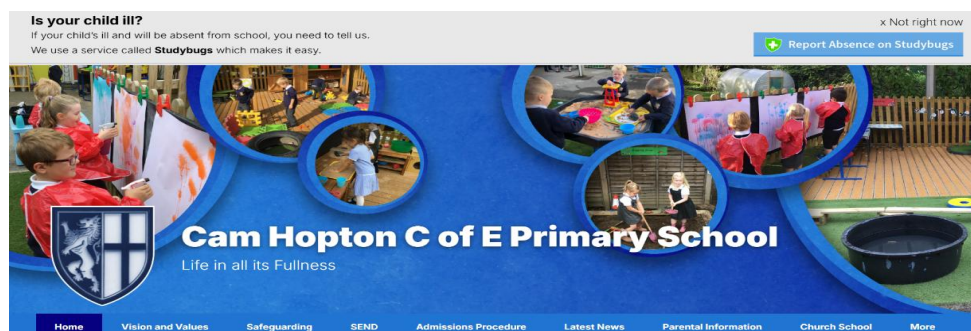
Top 3 reasons to use Studybugs

1. It's integrated with our systems so we know right away if your child is unaccounted for.
2. It's quick and easy to register and use and automatically reminds you to keep us posted.
3. You'll be helping the NHS and other public health organisations improve children's health.

(<https://studybugs.com/about/schools>)



We have also included access to Studybugs on our school website. If you visit our home page [Cam Hopton C of E Primary School - Home Page](#), you will now see a banner at the top to direct parents to Studybugs to report absence.



If your child is absent for a reason other than illness, please continue to contact the school office as usual.

Thank you for your continued support in making your child's school attendance a priority.