



Attendance Newsletter

Summer Term



ATTENDANCE MATTERS



Regular attendance is extremely important. Our School Target for Attendance is **96%**.

Our current attendance for 2024-25 is **94.6%**.



DAILY ABSENCE REPORTING

Thank you to everyone who has supported our request for all absences to be reported and updated daily.

It's important that parents/carers and schools all know that a child is not in school. We will contact parents/carers on each day of absence that is not reported. Unreported or unexplained absences will be marked as unauthorised if they remain unexplained for more than 5 working days.

We have three channels that can be used to report absences:

1. **The Arbor App** - Report and Absence
2. **Telephone 02392661191** Option 1
3. **Email** attendance@copnorprimary.co.uk



If you would like a call back just add your request to your message in the app or by voicemail.

If you have reported the absence in this way but we need more information, then you will be contacted by our Attendance/Pastoral Team later in the day.

The office team are busy in the mornings managing a smooth start to the day for the children coming into school, so if you can avoid ringing to speak with them to report a child's absence, we would appreciate it.

If you need further information about using the Arbor app to report your child's absence, then please do contact our attendance officer Mrs Bailey and she will be happy to assist you.

LEAVE OF ABSENCE REQUESTS

Up to and including 6th June 2025 children at our school have lost **915** sessions of learning which is the equivalent of **458 days**, for holidays.

All pupils are encouraged to attend school every day of the **190** days that school is open. The register is called twice daily, and pupils are expected to be present for the **380 sessions**, or half days. That leaves **175 days** for family holidays, shopping trips and other needs.

To help your family plan below are next year's term dates for your calendars:

Autumn term 2025: Wednesday 3 September – Friday 19 December 2025

Half term: Monday 27 October – Friday 31 October 2025

Christmas: Monday 22 December – Friday 2 January 2026

Spring term 2026: Monday 5 January – Friday 27 March 2026

Half term: Monday 16 February – Friday 20 February 2026

Easter: Monday 30 March – Friday 10 April 2026

Summer term 2026: Monday 13 April – Wednesday 22 July 2026

May Day: Monday 4 May 2026

Half term: Monday 25 May – Friday 29 May 2026



We prioritise teaching and learning, therefore, in accordance with the local and National guidelines, Copnor Primary School does not authorise holidays during term time. Permission, however, may be granted only in exceptional circumstances, when the benefit of the absence far outweighs the benefit of school attendance. A request for such absence should be made in writing to the Headteacher.

Below are some key dates in our calendar next year which should be avoided as it will not be possible to approve any requests during them.

Year 6 - SATS - Monday 11th May 2026 until Thursday 14th May 2026

Year 2 - SATS - May 2026

Year 4 - Multiplication tables check - Monday 1st June 2026 until Friday 19th June 2026

Year's 1 and 2 - Phonics Screening Check - Monday 8th June 2026



IS MY CHILD TOO ILL FOR SCHOOL?

If you need support trying to decide whether your child is well enough to attend school, try using the QR code or website below for advice:

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>



PUNCTUALITY - READY TO LEARN

Our school gates open in the mornings at **08:35** and all children should aim to be in school by **08:45am** when registration begins.

Children cope best with their learning when they have arrived in school with the time to chat with their classmates, been greeted by the teacher and hear the lesson plans before starting their work.

Children arriving after the **gates close at 9:00am** should report to the school office and will be recorded as late for school.

Children arriving after 9.15am will be recorded as being late after the register closes and these marks affect a child's overall attendance.

FOR FURTHER SUPPORT..

Please contact our Attendance Officer, **Janette Bailey**

Or look at our website:

www.copnorprimary.co.uk

ATTENDANCE LADDER



**MOMENTS
MATTER,
ATTENDANCE
COUNTS.**