



Attendance Newsletter



Autumn Term 25

ATTENDANCE MATTERS



Regular attendance is extremely important. Our attendance last academic year was **94.51%**.

Our current attendance for 2025-26 is **95.75 %**.



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 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.

LEAVE OF ABSENCE REQUESTS

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 this year's term dates for your calendars:

Autumn term 2025: Wednesday 3 September - Friday 19 December 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 this 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



AVOIDING LOSING ATTENDANCE MARKS

Did you Know?

Your child receives a registration mark at 09:00 and after their lunchtime break, so each day is made up of 2 sessions.

100% attendance each day is achieved when your child is at registration on time for each of these marks.

If a child is absent for either of the marks then their attendance on that day would reduce to 50%. This means that marks are impacted by lateness to school, medical appointments, early collections.

Losing 50% of your child's attendance can be avoided by:

- **Arriving at school on time and being in their classroom on time ready to learn.**

Children who arrive late can be unsettled and have missed key instructions for their learning. All children should be in their classrooms by 9.00am, but there are also activities that are running for them to get ready for the day from when we open our gates and welcome children in at 08:35am.

Children who arrive after 09:15 lose their attendance mark and this then affects their overall attendance and can then be monitored by the local authority.

- **Arranging medical appointments outside of school hours, or ensuring that if they are in the school day that a child can be in and return to school for their learning to start and continue.**

We have a very good engagement with families providing advance planning and texts, emails and letters for appointments and we understand that it is not always possible to avoid an appointment. Please continue to contact us in advance where it has not been possible to avoid one.

- **Reducing early collections from school,**



Taking children out of school for reasons other than illness or medical cannot be authorised, this includes birthdays, the loss of a family pet, parental appointments or family events and holidays. Early collections from school for this reason should be avoided.

IS MY CHILD TOO ILL FOR SCHOOL?

Now we are moving towards the winter months we are likely to see more children picking up mild illnesses such as coughs, colds and sore throats. The NHS guidance "Is my child too ill for school?" is really useful when making that tricky decision on whether your child could or should be in school.

Often children who do try and come in do well in school, however rest assured if a child is struggling with any symptoms of illness in school we will always contact parents/cares to discuss this.

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/>



FOR FURTHER SUPPORT..

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

Or look at our website:

www.copnorprimary.co.uk

**MOMENTS
MATTER,
ATTENDANCE
COUNTS.**