



Attendance Newsletter



Spring Term 26

ATTENDANCE MATTERS



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

Our current attendance for 2025-26 is **95.1%**.

Our target is **96%**



DAILY ABSENCE REPORTING

Thank you, once again, 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 an 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.

LATE ARRIVALS

We have had a difficult half term for all families travelling in and around Portsmouth as a result of the Eastern Road (amongst others) closure, particularly at peak times such as leading up to and past 9:00am. Hopefully now the works have been completed, it will all become a distance memory.

We thought it would be useful to provide everyone with a reminder of how the school day begins and the expectations for arriving at school on time and what to do if that has not been possible on any particular day.

8:35am - Gates Open and children are welcomed into school.

8:45am - Registration begins and pre-lesson activities and learning begins.

9:00am - Gates Close and registers in classrooms are closed. **School has officially started** and for all those coming into school via the office, they are late for school and have started to miss key learning elements.

9:01am - All marks in registers are now recorded as late and children have missed the start of their lesson and missed key instruction about their tasks and activities.

9:15am - Arriving after this time incurs an **unauthorised absence**.

We do of course understand that very occasionally things can happen that are unavoidable and make us late. Children should however regularly be in their classes by 9am.

If you know that your child is going to arrive late, we do ask that you report this as soon as possible. You can report this by calling the school office, you can speak to us or leave a voicemail on the absence line (option 1).

When you and your child do arrive in school, if we are not aware of the reason for your delayed arrival, we will ask you then.



The Department of Education is very strict about what codes can be recorded in the registers and our Attendance Officer, Mrs Bailey uses their guidance when selecting a mark.

Mr Johnson, as headteacher, has overall responsibility for the marks and only he can override the mark that has been selected, if further information is made available. Mrs Bailey is always happy to chat through and consult with Mr Johnson, if extra information is provided and a review of the mark might be appropriate.

Recently we have moved Mrs Bailey, our Attendance Officer, to be available in the office up to 10am each morning. This now makes her available to address any concerns you may have about your child's late arrival, or any ongoing difficulties you may have with getting a child to school on time in the mornings.

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 the rest of this year's term dates for your calendars:

Spring term 2026:

Monday 5 January - Friday 27 March 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



IS MY CHILD TOO ILL FOR SCHOOL?

We all have times when our child is poorly and have to debate whether or not to send them into school. 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.**