



Attendance Newsletter



Autumn Term 26

ATTENDANCE MATTERS



Regular attendance is extremely important.
We aim for **96%** as a nationally recognised standard.
Our attendance last academic year was **94.65%**.
Our current attendance for 2026-27 is **95.69%**.



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 2026: Tuesday 1 September - Friday 18 December 2026

Christmas: Monday 21 December - Friday 1 January 2027

Spring term 2026: Monday 4 January - Thursday 25 March 2027

Half term: Monday 15 February - Friday 19 February 2027

Easter: Friday 26 March - Friday 9 April 2027

Summer term 2026: Monday 12 April - Wednesday 21 July 2027

May Day: Monday 3 May 2027

Half term: Monday 31 May - Friday 4 June 2027



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.

INSET DAYS: Friday 27 November, Monday 22 February, Friday 18 June & Monday 21 June

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 10th May until Thursday 13th May 2027

Year 4 - Multiplication tables check - Monday 7th June until Friday 18th June 2027

Year's 1 and 2 - Phonics Screening Check - Monday 14th June - Friday 18th June 2027



ABSENCES 4+ DAYS

Did you Know?

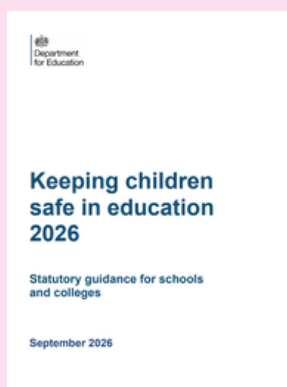
Many of the checks that we do and the information we request for your child's attendance links to the **Keeping Children Safe in Education** statutory guidance and our legal responsibilities.

In order to ensure that we are meeting those responsibilities, we wanted to make you aware of steps we need to take when an absence is prolonged 4+ days.

In our school policy and based on the guidance we receive from both the Department of Education and our Local Authority (Portsmouth City Council), we are advised to make greater checks for absences that last longer than 3 days. This means that we have to request evidence for all illness absences that are prolonged and reach 4 days or more. Unfortunately, absences that last beyond this period and remain without evidence will be considered unauthorised.

If an absence has not been reported and we have not been able to reach either parents/carers or a child's wider family network, then we will arrange to make a home visit to check on the child's and family's welfare.

If we suspect that a child may have gone on holiday with their family and we are unable to reach the family at home, then the absence will be recorded as a holiday. Of course if evidence is made available to confirm that a family was not on holiday then this could be changed.



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.**