

Phoenix Infant and Nursery School

Autumn Term Attendance Newsletter 4/9/26

www.phoenixinfant.co.uk



Attendance Matters



September marks not only the start of a new term, but also a chance for us to set a positive tone for the months ahead. Let's start as we mean to go on! Consistent attendance is crucial for your child's educational success, supporting both their academic progress and social development. We understand that there may be challenges that affect attendance, and our commitment to supporting your child's progress remains unwavering. Please be assured that we are here to work alongside you and reinforce the importance of regular attendance. In this initial attendance newsletter, we outline our expectations and share strategies to help every child thrive in a supportive learning environment. We know children do get bugs, and the final page of this newsletter includes the latest UKHSA/GOV.UK guidance regarding common childhood illnesses and public health exclusion periods.

Did you know?

Missing five days every term, every year, is the same as missing one whole school year. A child with a good school attendance record is setting themselves up for a better future once they leave school. Children who attend regularly adapt to the routines of school and make good friendships. We expect all our children to attend school for at least 97% of sessions in a year. In the case of absence, please contact school on the first day of absence by calling 0115 9539927. Mrs Collins or Mrs Ferrara will make a call home if we have not heard from you by 9.30am. Wherever possible, please make medical and dental appointments outside of school hours.

Phoenix Infant and Nursery School believes that all our children deserve the very best and are entitled to a full education. The Department for Education (DfE) has issued statutory guidance for all schools regarding attendance. The full guidance is available via this link: [Working together to improve school attendance - GOV.UK](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/616222/Working_together_to_improve_school_attendance.pdf). Our own policy explains how we manage and support attendance here at Phoenix:

<https://www.phoenixinfant.co.uk/attachments/download.asp?file=111&type=pdf>

Key information for parents and carers regarding this guidance

- To manage and improve attendance effectively, the school and its partners will work collaboratively with pupils, parents and carers to remove any barriers to attendance by building strong, trusting relationships and working together to put the right support in place.
- The DfE has changed the fining system, which we are required to adopt. **Our school does not receive any money from fines issued by the Local Authority.**
- Penalty Notice fines may be issued for term-time leave of five or more consecutive days, and for fewer days where unauthorised absence has happened before.
 - Under the national framework, a first Penalty Notice is £80 if paid within 21 days, rising to £160 if paid within 28 days. Fines are issued per parent, per child. If a second Penalty Notice is issued to the same parent for the same child within three years, it is £160. A third offence within three years may result in prosecution rather than another Penalty Notice.
- **10 Sessions of Unauthorised Absence in a 10-week period:**
Penalty Notice fines **may** be considered when there have been 10 sessions of unauthorised absence in a 10-week period. A session is

equivalent to one morning or one afternoon at school.

- Follow the links for further guidance issued by DfE for parents and carers:

[How to improve your child's school attendance and where to get support - The Education Hub \(blog.gov.uk\)](#)

[Fines for parents for taking children out of school: What you need to know - The Education Hub \(blog.gov.uk\)](#)

[DfE external document template \(childrenscommissioner.gov.uk\)](#)

We are committed to working in partnership with parents, carers and families to overcome any barriers to attendance and to providing an environment where every child can thrive. In line with our Attendance Policy, we will monitor attendance regularly, make early contact where concerns emerge, listen carefully to families, and work together to identify the right support. This may include informal discussion, advice, signposting to wider services, or agreeing practical steps to help improve attendance. Your partnership with us is crucial in promoting a culture of regular attendance and supporting your child's educational journey. If you have any concerns about your child's attendance, please contact Mrs Harper so that we can work together at the earliest opportunity.

There are two types of absence:

AUTHORISED (where school approves pupil absence)

Acceptable reasons for absence are:

- Genuine illness
- Medicals that cannot be made outside of school hours

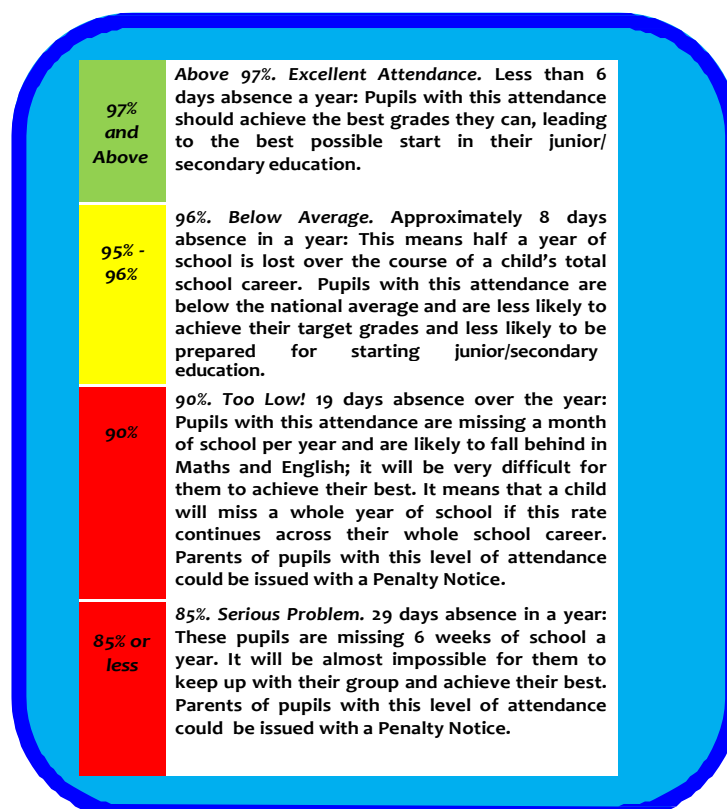
UNAUTHORISED (where school will not approve absence)

Some examples of unacceptable reasons for absence are:

- Hair appointment
- Illness of a sibling / parent
- Birthday
- Shopping
- Overslept
- Visiting friends or relatives
- Holiday

Parents wishing to apply for leave of absence for their child in exceptional circumstances should complete **Appendix 4 of the Attendance Policy: Application by Parent/Carer for a Child's Leave of Absence from School During Term Time.**

This can be obtained from the school website or from the school office.





UK Health
Security
Agency

NHS

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/minfec>.

We hope this information is useful and supports your ongoing efforts to encourage regular school attendance. Should you have any questions or require further clarification regarding your child's attendance, please do not hesitate to get in touch. We value your partnership in ensuring the best educational experience for your child and look forward to your continued support throughout the term.