

September 2026

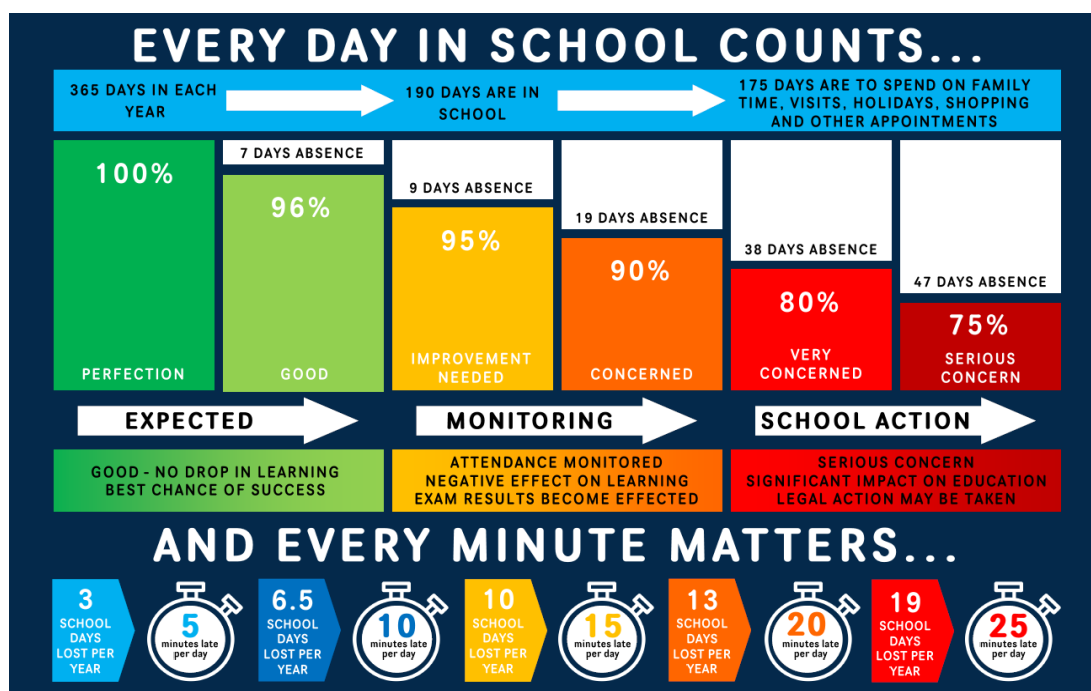
Dear Parents/Carers,

For a child to reach their full potential, a high level of school attendance is essential. It is our duty as a school to consistently strive towards achieving 100% attendance for all children. We will take every opportunity to reinforce the importance of regular attendance with you and your child, while providing guidance, encouragement and support to help every family ensure that their child attends school regularly.

We fully appreciate that children do become unwell from time to time, and we recognise that there are certain illnesses and circumstances where it is necessary for a child to remain at home (please see the NHS guidance document at the end of the letter to support this decision).

Our aim is to work in partnership with families to support good attendance, ensuring that every child has regular access to a high-quality education and receives the support they need to thrive.

The following graph shows how the number of days absent impacts a child's attendance percentage, and why an attendance percentage of 96% or above is fundamental to your child's success in school and beyond.



To support good attendance, your child's teacher, the school attendance officer and head of school will closely monitor their attendance. Below is an explanation of different letters which will be sent at certain trigger points. Please note that each day is made up of two sessions, which are recorded during the morning and afternoon register.

LETTER 1 is issued when your child reaches 6 or more sessions of authorised sick absence.

LETTER 2 is issued when your child reaches 10 or more sessions of authorised sick absence.

LETTER 3 is issued when your child reaches 6 or more sessions of unauthorised absence, or lateness to school.

LETTER 4 is issued when your child reaches 8 or more sessions of unauthorised absence, or lateness to school. This is the Penalty Notice warning. This means that should further unauthorised absence be taken, and there have been 10 or more sessions of unauthorised absence in the last 100 sessions, the school could issue a Penalty Notice or refer the matter to the Legal intervention team without further notice.

Please note that the trigger points mentioned above are used in the Autumn term.

If your child is absent from school

Please email the following address: office@meppershallacad.org by 9:00am **each** day your child is absent or report this on Study Bugs.

If you do not have access to email, telephone the school on 01462 813293 (press 1 to report a student absence) by 9.00am **each** day your child is absent. Please note that if you telephone, you will need to give an explanation for the absence.

If we have not heard from you and your child does not attend morning registration a message will be sent via StudyBugs. If the school does not receive an explanation as to why your child is absent, it is possible that the absence will be treated as unauthorised.

Here are some suggestions on how you can support your child's attendance:

What can you do as a parent to support good attendance?

- Ensure your child has had enough sleep and set an alarm clock to ensure that you are up in good time in the morning.
- Create good routines for mornings at home so everyone's mornings can start calmly.
- Ensure your child has the right uniform or PE kit and has had breakfast to get them off to the best start for the day.
- Arrive at school on time, being late disrupts your child's learning and that of the rest of the class.
- Make medical, dental, optical, and other appointments outside of school time where possible.
- If you have an appointment in school time, attend school before and after the appointment (for example, if you have an appointment at 12 noon, your child can attend school before the appointment and for the afternoon session).
- If your child is not able to attend school that day, inform the school first thing in the morning to explain why they are unable to attend.
- Talk to your child about their school day.
- Read all communication from the school and attend parents' afternoons/evenings and other events at the school to be part of the community and school family.
- Schedule holidays and other outings for the weekends and school holidays.

Thank you for your continued support in ensuring your child attends school.

Kind regards,

Mrs Halford and Miss Corcoran

School Business Manager/ Attendance Officer and Head of School



UK Health
Security
Agency



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



Advice and guidance

To find out more, search for health protection in schools or scan the QR code or visit <https://qrco.de/minfec>.