

BACK TO SCHOOL

Reedley Primary School Attendance Newsletter October 2026

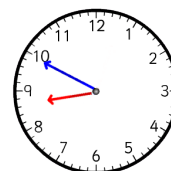


Whole School Attendance: **95.5%**
Target Attendance: **96%**

Welcome back to those children who were with us last year and a special welcome to our new reception children.

At **Reedley** we want all children to attend school every day and arrive on time.

School starts at 8:50am. The gates are open from 8:40am.



Children arriving after this time must be signed in at the school office. They will receive a **late mark** in the register. The registers close at 9:20am. Children arriving after this time will receive an **unauthorised mark** in the register. This will affect their attendance percentage.

Arrival and collection of pupils

Children in **year 4** and above are allowed to arrive at school and walk home themselves with parental consent. Children in reception to year 3 must arrive at school and be collected by a **suitable person who is in high school or older**. Older siblings or relatives in the school cannot bring or collect them.



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Is your child too ill to attend school?

The NHS recommends that children can attend school with a: minor cough and cold sore throat (if no fever).



Minor conditions like cold sores, conjunctivitis, head lice, hand, foot and mouth, and threadworms do not require a child to stay off school once treated or managed.

If your child becomes more unwell during the school day we will telephone you. We can also give over the counter medicines like calpol with parental consent



For more information follow the link:

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

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Leave of Absence Requests

Parents who want to withdraw children from school must complete a **Leave Request Form** obtained from the school office or download from our web page.

School do not authorise leave for holidays. The head teacher Mrs Bell will look at the request and decide whether it is authorised or unauthorised and will you be informed.

If unauthorised then you may be issued with a penalty notice if between 5 and 14 days are taken in a rolling 10 school week period.

The penalty notice charges are:

1st offence: £160 per parent per child. Can be paid at £80 if paid within 21 days.

2nd offence: Leave taken again within 3 year period the penalty notice is £160 per parent per child and cannot be reduced.

3rd offence: Leave taken again within 3 year period may lead to prosecution in court.

15 days: When 15 or more days are taken then you will not be allowed to pay a penalty notice and it may lead to prosecution in court.



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Reporting Child's Absence

If your child is going to be absent, parents must inform school as soon as possible and at the latest by 9:00am on the first day of absence via:

School Spider app,

Study Bugs,

Telephoning school office on 01282

693688. There are 2 options. Press 1 to report a child as absent or 2 to speak to the school office. You can either leave a voice mail message or choose to speak to a member of the school office or

Email to LOA@reedley.lancs.sch.uk to report a child as absent.



If the absence is going to be longer than 1 day then they must keep school informed by calling the school office and talking to a member of staff.



Parents must also ensure that school has up-to-date contact information for themselves and at least 2 emergency contacts numbers.

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School Absence Procedures

First day of absence:

If your child is absent and we have not heard from you, we will telephone you to find out what the reason is and when your child is expected to return. If we are unable to contact you, we will approach your emergency contacts and, if necessary, make a home visit. Please note that such home visits may be unannounced.

Second day of absence

If your child is still absent and we are expecting them to return to school and we have not had a telephone/ face to face conversation with you, we will telephone to find out why they are unable to return to school. If we are unable to contact you, we will approach your emergency contacts and, if necessary, make a home visit.

Third day of absence

If still absent and we have not had a telephone/ face to face conversation with you, we will telephone and/ may complete a home visit.

Fourth day of absence

School will complete a home visit or request child is brought to the school office.

Absences or 5 days or more

School will request a meeting either in school or home address.

If during the period of absence, we are unable to have a conversation via the telephone or in person, or if we are unable to verify the whereabouts of the child, we may contact the police to carry out a welfare check. (This is in line with guidance from the 'Keeping Children Safe in Education 2026" document.)

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