Town Field Primary School

Attendance Matters

November 2026

Dear Parents and Carers,

Welcome to our first attendance update of 2026! As part of our commitment to ensuring the best learning experience for all our students, we would like to share some important information about school attendance and highlight how it impacts your child's education.



Why is Attendance Important?

Regular attendance at school is crucial for your child's academic progress. Every day your child attends school, they are gaining valuable knowledge, participating in important activities, and contributing to their overall development. Research shows that good attendance is directly linked to higher academic achievement and improved well-being.

At Town Field Primary, we track attendance carefully, and our goal is for all students to achieve 95% or higher.

Find attached a guide from the NHS 'Is my child too ill for school?' for your reference re common childhood ailments.

How can you help ensure that your child's attendance is the best it can be?

- Making sure your child arrives at school on time every day.
- Establishing a good morning routine so your child is ready for the school day.
- Arranging medical and dental appointments outside school hours wherever possible.
- Avoiding taking holidays during term time.
- Contacting school promptly if your child is unable to attend due to illness.
- Encouraging a positive attitude towards school and helping your child understand the importance of attending every day.

We have noticed quite a few children persistently arriving late for school, lost minutes = lost learning opportunities!

Children need to be in school by **8:45**; Children who arrive after this time will need to go to the school office and will receive a late mark. Children arriving late after the register closes at 9:15 will be marked as unauthorised late which affects their overall attendance percentage.

Morning nursery children need to be in school by **8:30** and afternoon nursery **12:15** or they will receive a late mark.

POLITE REMINDER

If your child is going to be absent, please call 01302 368192 option 1 and leave a message with your child's name, class and reason for absence or submit absence on the Arbor app.

This will need to be done EACH DAY of your child's absence by 9:15am so they do not get an un-authorised absence mark.

5 minutes late everyday = 3 school days lost a year.	10 minutes late everyday = 6.5 school days lost a year.	15 minutes late everyday = 10 school days lost a year.	20 minutes late everyday = 13 school days lost a year.	30 minutes late everyday = 19 school days lost in a year.

Is my child too ill for school?

UK Government NHS

Does your child have a high temperature (38ºC or more)?

YES Keep them off school until it goes away.

NO Follow the guidance below.

Your child can usually go to school with a mild cough or cold if they are otherwise well. If you do keep your child at home, it's important to phone the school or nursery on the first day and give them the reason.

Should go in

A cough, cold or sore throat

Fine with slight cough or common cold symptoms, such as a runny nose, sore throat or headache, as long as they're otherwise well and do not have a high temperature.

Threadworms

Speak to your pharmacist, who can recommend a treatment.

Should go in (let the school know)

Cold sores

Encourage them not to touch the blister or kiss anyone while they have the cold sore, or to share things like cups and towels.

Conjunctivitis

Fine unless they are feeling very unwell. Seek advice from your pharmacist. Encourage your child not to rub their eyes and to wash their hands regularly.

Head lice & nits

You can treat head lice and nits without seeing a GP.

Hand, foot & mouth disease

If they seem well enough to go to school, there's no need to keep them off. Encourage your child to throw away any used tissues straight away and to wash their hands regularly.

Slapped cheek syndrome

Once the rash appears, they're no longer infectious. Let the school or teacher know if you think your child has slapped cheek syndrome.

Seek treatment before returning to school

Impetigo

They'll need treatment from a pharmacist or GP, often with antibiotics. Keep them off school until all the sores have crusted over and healed, or for 48 hours after they start antibiotic treatment. Encourage your child to wash their hands regularly and not to share things like towels and cups with other children at school.

Ringworm

See your pharmacist unless it's on their scalp, in which case you should see a GP. It's fine for your child to go to school once they have started treatment.

Scarlet fever

They'll need treatment with antibiotics from a GP. Otherwise they'll be infectious for 2 to 3 weeks. Your child can go back to school 24 hours after starting antibiotics.

Chickenpox

Keep them off school until all the spots have crusted over. This is usually about 5 days after the spots first appeared.

Keep them off (at first)

Measles

They'll need to see a GP. Call the GP surgery before you go in, as measles can spread to others easily. Keep your child off school for at least 4 days from when the rash first appears. They should also avoid close contact with babies and anyone who is pregnant or has a weakened immune system.

Vomiting & diarrhoea

Stay away from school until they have not been sick or had diarrhoea due to illness for at least

24 hours

Feeling worried or anxious: It's normal for any of us to feel worried sometimes. We may get a tummy ache or headache, or have problems eating or sleeping. Avoiding school can sometimes make a child's worries about going to school worse. If your child is struggling, please speak to school as soon as possible to explore available help. If your child is still struggling and it's affecting their everyday life, you should contact GP or school nurse.

To find out more, search www.NHS.uk for the specific illness or infection, or 'Is my child too ill for school?'