



ATTENDANCE MATTERS

Dear Parents

Now that we are settled in to the new academic year, I wanted to update you on attendance at Talbot Heath and introduce myself as the new whole school Attendance Champion. My role is to ensure that we support families in achieving the highest possible attendance for their daughter. Working together to break down any barrier to attendance and to educate our community on the impact of low attendance on both attainment and wellbeing, I have created this newsletter to share some useful information with you.

ATTENDANCE CHAMPION

Mrs Jo Brown

92.4%

2023-24
WHOLE SCHOOL
ATTENDANCE

2024-25
TARGET 95%+

REPORTING ABSENCE

Contact information to report absence due to illness:

Senior: office@talbotheath.org - 01202 761881

Junior: jsoffice@talbotheath.org - 01202 761881

Registration closes at 8:50am

Please notify the office of absence due to illness by 9.00am

HOW GOOD IS 90% ATTENDANCE?



A score of 90% on a test is **very good**

but 90% attendance means a pupil is **persistently absent**



90% attendance = **1/2 a day missed every week**



90% attendance over the course of a child's education means they would be **absent for a whole year of their education**

Exceptional Circumstances Absences

Exceptional circumstances are one-off events that are unavoidable and that may justify a child's absence from school.

Examples of exceptional circumstances include:

- family weddings
- family funerals
- observance of religious festivals

Holiday or other absence for the purpose of leisure is unlikely to be considered an exceptional circumstance.

We kindly request that any holidays are booked in school holiday time.

Please use the [Exceptional Circumstance Absence Request Form](#) on our website to request time off during term time. This will be reviewed and parents will be notified if the absence has been authorised.



94%

A 2 week holiday in term time means the highest attendance achievable is 94%

189 DAYS

available a year for shopping, holidays and leisure and **176 school days**

100%

attendance

95%

attendance

90%

attendance

85%

attendance

80%

attendance

75%

attendance

Best chances of success. Likely to meet or exceed targets.

Poor attendance. Less likely to achieve and succeed.

Serious impact on education. Unlikely to meet targets and reduced life chances.

Is your child ready for school?



A GOOD ROUTINE STARTS THE NIGHT BEFORE

has your child..



Got uniform ready

including any extras like books, PE kit, letters, snacks etc.?



Turned off devices early

enough to unwind and get a good night's sleep? (screens should be turned off an hour before bedtime to enable the best possible sleep).



Set an alarm for your child to give them enough time to comfortably get ready for school.



What can you do to help?

Leave plenty of time to get your child to school, before the bell, to start the day in a calm way.



15 minutes late to school each day = a full 2 weeks of school missed per year

Registration closes at 8:50am

Arriving on time is essential to ensure that your daughter has a smooth start to the school day.

Our younger children (KG - Y6) start their learning as soon as registration period closes at 8:50am. This is the most productive time of the day and when we focus on the core subjects of English and Maths. Please ensure that your daughter arrives on time so that they do not miss out from learning key foundation skills.

In senior school, we dedicate 8.50-9.15am to our tutor time programme, wellbeing activities and assemblies.



It's important to be in school on time, every day

3

DAYS LOST

5 mins late

6.5

DAYS LOST

10 mins late

10

DAYS LOST

15 mins late

19

DAYS LOST

20 mins late

13

DAYS LOST

25 mins late



UK Health
Security
Agency

Should I keep my **NHS**

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

We have a full-time nursing team across the whole school who are available to give advice and support to our pupils and parents.