



October 2025

Dear Parents/Carers,

Attendance at Beechcroft Infants School

As you will already be aware, attendance is a big focus for us as a school. This because our whole school attendance is lower than expected and must improve. During the course of the year, we will be communicating attendance levels with you via reminders, notices and personalised letters sent home. We look forward to working in partnership with you to ensure that all children attend school regularly as required.

The aim of improving attendance

At the end of July 2025, the overall school attendance percentage was 93.47%. This falls below the government expectation of 96%.

During the last academic year there was a number of factors that affected the overall school attendance percentage – please see below – and these are the concerns we would like to work on with you this year.

	Total for the year
Lates	10,147
Unauthorised holidays	405 sessions
Illness	3339 sessions
Unauthorised absence (no reason given)	808 sessions
Medical appointments	312 sessions

We would like to remind you of the following:

Lates

As you can see from above statistics the huge number of minutes late is very concerning and is meaning that some children are missing, on occasion, an entire lesson, especially phonics. School starts at 9am (with gates being open from 8.45am) and lessons start promptly, so it is essential that your child arrives to school on time daily. If your child is repeatedly late for school, you could be subject to a fine.

When to keep your child off of school

Please only keep your child/ren off school if they are experiencing severe illness such as vomiting, diarrhoea and high temperatures. For minor illness such as common colds and coughs, please consider pain relief where possible (and if required) and bring your child to school. We will contact you immediately if they are not well enough to be here.

Reporting your child absent

Please contact the school office no later than 9.10am to report your child absent or late. The number you require is 01793 823278 and then chose option 1 to leave a voice message. As this can be a busy time of the morning, please leave a voicemail stating your child's name, class and reason for absence/late. Please note, we require a specific reason for absence e.g. my child has been sick and when, rather than "my child is unwell." The reason for this is so that we can monitor bugs etc across the school. Please contact us daily during illness so we can support you with return dates and advice where possible.

Daily we have unreported absences and despite trying to contact parents, we do not receive an answer or reply to our calls and texts. If you do not contact us we might need to complete a home visit before midday. **Please note that the policy has changed on unauthorised absences and failure to report 10 absences will result in a fine.**

Holidays

The education of your child/ren is of upmost importance to us and so we do not authorise family holidays. Holidays taken will be subject to a fine.

Medical appointments

Please try where possible to make appointments out of school time. If you are unable to do this, due to emergencies for example, please try to make the appointment close to the end of the school day. Registration is taken twice a day, once in the morning and once in the afternoon after lunch. If your child is absent due to a medical appointment during these times, their education, as well as their overall attendance percentage will be affected. We will ask for proof of any appointments taken, so please be able to provide these.

If you are struggling with your child's attendance or morning routines, please do get in touch so that we can work together to support you.

Thank you in advance for supporting us with this,

Mrs Rutt