

‘Achieving Excellence through Leadership’

GILES JUNIOR SCHOOL

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"Excellence in Leadership"

Headteacher: Miss. L. Whitby

Thursday, 04 September 2025

Monday, 16 June 2025

Dear Parent/Carer,

School Attendance Procedures

At Giles Junior School, we are committed to helping every child reach their full potential—and we know that strong attendance plays a vital role in their success, both academically and socially.

We fully understand that children do get ill from time to time and that rest is important for recovery and the wellbeing of others. However, we have noticed an increase in absence due to mild illnesses, such as coughs, colds, or headaches, where children might otherwise be well enough to attend school. We would like to draw your attention to the NHS guidance *'Is my child too ill for school?'* [<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>], which offers practical advice for families in making these decisions. If your child is experiencing frequent absences due to illness, we may ask for medical evidence (e.g. an appointment card) to support these absences. This is to help us understand any underlying concerns and ensure we are offering the right support.

We also recognise that term-time holidays can be tempting, particularly with rising costs and family pressures. However, the Department for Education is clear that these absences should not be authorised, and local authorities have tightened their approach. From this year, any **10 unauthorised sessions (5 days)** within a **10-week period** may result in a **penalty notice**. Sadly, we've had occasions where a child has been reported as ill but later found to be on holiday. In such cases, we are required to mark the absence as unauthorised and include this in our reporting to the local authority.

We would like to be clear that the school are following DfE guidance. The guidance is clear about what is continued by exceptional. The DfE makes it clear that a desire for a family holiday is not considered an exceptional circumstance, even for pupils with SEND. This is national guidance and so any complaints on this decision need to be passed on to the Government who have the power to change this legislation.

Our whole-school attendance for last year was 93.8% and we have seen an improvement with the current school attendance being 94.7%, and we want to work in partnership with all our families to see this improve for the benefit of every pupil.



What you can do to help:

- Call or email us before 9.30am on each day of your child's absence.
 - Inform us in advance of medical appointments and provide proof if possible.
 - If unsure, send your child in—many children brighten up once they arrive!
 - Have a backup plan in case your usual arrangements fall through.
 - Avoid booking holidays during term time.
 - Speak to us early if you're experiencing any difficulties with attendance—we are here to help.
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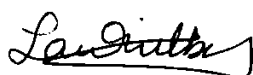
What we will do:

- Monitor daily attendance and contact you if we have concerns.
 - Request medical evidence if your child is absent for more than two days, or frequently unwell.
 - Send information home if attendance falls below 95% (this is for your awareness only).
 - Meet with you if attendance falls below 90% or where we feel a conversation would be helpful.
 - Make welfare visits if we are unable to contact you and are concerned.
 - Offer support and strategies to help improve persistent or severe absence.
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We know how much parents influence their child's attendance, and we truly value your partnership in this. Please remember we are always happy to meet or speak with you if you have concerns or need support—our door is open.

Thank you for your continued support in helping your child make the most of every school day.

Warm regards,



Louise Whitby
Headteacher