



# ATTENDANCE CELEBRATION NEWSLET



## WHOLE SCHOOL ATTENDANCE FOR WEEK BEGINNING 18<sup>TH</sup> MAY 2026

Class	Attendance percentage
Reception	<b>89%</b>
Year 1	<b>95%</b>
Year 2	<b>99%</b>
Year 3	<b>91%</b>
Year 4	<b>97%</b>
Year 5	<b>95%</b>
Year 6	<b>93%</b>

CONGRATULATIONS THIS WEEK TO YEAR 2, MR BROUGH'S CLASS. THEY HAVE THE BEST ATTENDANCE IN THE SCHOOL THIS WEEK. THEY WILL HAVE HERBIE THE BEAR AND AN EXTRA PLAYTIME NEXT WEEK TO CELEBRATE!

IN SCHOOL WE CELEBRATE ATTENDANCE OF ALL CHILDREN - FOR EXAMPLE **100% ATTENDANCE** AS WELL AS CHILDREN WHO **HAVE IMPROVED THEIR ATTENDANCE.**

**GREEN ATTENDANCE:** GREAT ATTENDANCE - 96 -100%

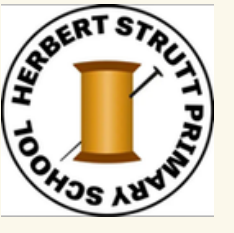
**AMBER ATTENDANCE:** GOOD BUT NEEDS TO IMPROVE - 91 - 95%

**RED ATTENDANCE:** SIGNIFICANTLY NEEDS TO IMPROVE 90% AND BELOW

ATTENDING SCHOOL ON A REGULAR, PUNCTUAL BASIS IS ONE OF THE MOST IMPORTANT WAYS OF MAKING SURE STUDENTS GET OFF TO THE BEST POSSIBLE START IN LIFE. WE ENCOURAGE EVERY STUDENT TO ATTEND SCHOOL ON TIME EVERY DAY, AND AIM FOR 100% ATTENDANCE, WITH NO LESS THAN 96%, TO ENSURE THAT THEY GAIN THE MOST FROM THEIR EDUCATION.



# HERBERT STRUTT ATTENDANCE



What parents need to know...

## 01. REPORTING AN ABSENCE

- Please call the school office before 9:00am on the first day.
- Tell us the reason for the absence and how long you'll be away.
- We will phone home if we haven't heard from you by the end of registration.

## 02. AUTHORISED VS UNAUTHORISED ABSENCES

- Authorised reasons: illness, medical appointments (with evidence), religious observance, family emergencies
- Requests must be made 2 weeks in advance using the official form.
- Unauthorised reasons: holidays, no reason given days out, late after register closes

## 03. HOLIDAYS IN TERM TIME

- Holidays in term time are not allowed, unless there are exceptional circumstances.
- Requests must be made 2 weeks in advance using the official form.
- Unauthorised holidays will lead to a penalty notice.
- Ongoing poor attendance or many unauthorised absences may involve the relevant LA

## 04. WHEN ATTENDANCE BECOMES A CONCERN

- Below 90% - you will receive a monitoring letter
- Continuing below 90% or persistent absence - the school will arrange a support meeting
- Ongoing poor attendance or many unauthorised absences will involve the relevant Local authority
- Penalty notice fines will be issued if issues are not resolved

## 05. SAFEGUARDING AND MISSING PUPILS

- If a child has 20 days of unauthorised absence.
- We cannot confirm their whereabouts, the school follows Children Missing Education procedures

## 06. HOW PARENTS CAN HELP

- Keep contact details up to date
- Book medical and dental appointments outside school hours
- Encourage good routines (bedtime, mornings, school bags)
- Contact school for support

## 07. QUESTIONS OR WORRIES

Please contact our attendance officer:  
[enquiries@herbertstrutt.derbyshire.sch.uk](mailto:enquiries@herbertstrutt.derbyshire.sch.uk)

01773 822771

## 08. ATTENDANCE POLICY

Please find our school's Attendance and Absence Policy on our website

<https://www.herbertstrutt.derbyshire.sch.uk/office/policy-documents>