




Coming to School Every Day

Attendance Policy:
Child-Friendly Version



April 2026



Why does coming to school matter so much?

School is one of the most important things in your life right now. Every day you come in, you are learning new things, building friendships, and becoming the best version of yourself. You matter to us, and when you are not here, we notice.

Missing school, even just a little bit, can make things harder. You might miss something exciting in class. You might find it harder to catch up. You might start to feel a little bit left out. The more you come in, the more confident and settled you will feel.

We want you here. Every single day.

Our school target is 96% attendance – that is being in school almost every day of the year, and it makes a huge difference.



What time do I need to be in?

Be in school by 8.50am. The register is taken at 8.50am so we know everyone is safe.

Try your best to be here on time every day. It helps you settle in and feel ready for the day ahead.



What does attendance mean in real life?

If you miss this many days	Your attendance is	What that means
0 days	100%	Perfect
4 days	98%	Impressive
7 days	96%	Good – our target
9 days	95%	Nearly there
11 days	94%	Needs to improve
20 days	90%	We are worried
30 days	85%	We are very worried



What do we all need to do?

You

Come to school every day, ready to learn by 8.50am. Tell a trusted adult if something is making it feel hard to come in. We promise we will listen.

Your grown-ups

Let school know as soon as possible if you cannot come in, and every day you are absent. Help you get to school on time, every day.

Us

We will always be pleased to see you. We will notice if you are missing and we will check you are okay. We will do everything we can to help.



What happens if I am unwell?

Sometimes you might not feel very well, and that is okay. Here is what usually happens:

If you feel a bit under the weather

Often, children feel much better once they get to school and get going with the day. If you have a bit of a cold, a mild tummy ache or just feel a little tired, it is usually best to come in. Your grown-up will let us know how you are feeling, and we will keep a gentle eye on you throughout the day. If you need it, and your grown-up has said it is okay, we might give you some medicine to help you feel more comfortable. And if you start to feel worse during the day, we will give your grown-up a call so someone can come and collect you. We will always look after you while you are here.

If you are too unwell to be in school

If you are genuinely too poorly to learn, your grown-up will let us know before school starts. We ask that they contact the school office every day you are absent so we know you are safe.

If you have been sick or had diarrhoea

If you have been sick or had diarrhoea, you need to stay at home for 48 hours – that is two full days – after your last episode. This is to keep you and everyone else at school safe and healthy. This is the same rule that all schools and the NHS follow.



What if coming to school feels really hard?

Sometimes school feels difficult, and that is completely okay to say. You might feel worried, or have a poorly tummy in the mornings, or find it hard to explain exactly what is wrong.

Whatever it is, please tell someone: a teacher at school or a grown-up at home.

We will never make you feel silly for telling us. We will listen, and we will help.

The sooner you talk to us, the sooner we can make things feel better. Coming in, even when it feels hard, usually helps, and we will be right there with you.

If your grown-ups want to find out more about how we can help, they can visit our website.



What happens if we get worried about your attendance?

If we notice that you are missing a lot of school, we will always reach out. We might give you a call or send a message home to check you are okay. If we are still worried, we will invite your grown-ups in for a friendly chat. This is not to get anyone into trouble. It is because we care about you and we want to help make things better.

At that meeting we will talk about what is going well, what has been difficult, and what we can all do together to help you be in school and feel happy. We might bring in other people who can help too, like health teams or other support services, always with your family and never without them.

