

13<sup>th</sup> October 2025

Dear Parent/Carer,

As we move much further into the Autumn term, we would like to share some important guidance regarding school attendance.

It is well established that children who attend school regularly make the most progress in their learning. While there may be occasions when absence is unavoidable, most commonly due to illness, schools are required to follow statutory guidance from the Department for Education (DfE) and apply a consistent approach to attendance.

To help us make informed decisions about authorising absences, we refer to NHS guidance outlined in [‘Is my child too ill for school?’](#). When reporting an absence, please be as specific as possible about the reason and symptoms. Please note that not all absences will be authorised.

We understand that medical and dental appointments are sometimes difficult to rearrange. However, medical professionals have been asked to avoid scheduling appointments during the school day where possible. We encourage parents to request alternative appointment times to minimise disruption to learning. While absences for medical appointments are usually authorised, they still count as absences and affect your child’s overall attendance record.

In line with government guidance, students can only be marked as **present** for a session if they are physically in school during the following registration windows:

- **Morning session:** between 8:30 am and 8:45 am
- **Afternoon session:** taken at 12:25pm (at the start of period 4)

If a student arrives after 9.15am, they will not receive a present mark for that session and it will be marked as an unauthorised session.

Where possible, students should attend school during registration before leaving for an appointment, and return in time for the afternoon registration. As most of our students live within catchment, this is often feasible and helps ensure minimal loss of learning time.

### Reporting Absences

It is essential that absences are reported **each day** your child is away from school. Please provide clear details, including all symptoms if the absence is due to illness.

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To make reporting easier, you can now report absences in three ways:

1. Phone call to student services and leave a message
2. Email to attendance team – [absence@theappletonschool.org](mailto:absence@theappletonschool.org)
3. Arbor app

The Department for Education (DfE) also provides guidance on concerns relating to childhood anxiety and how best to support young people.

There is wide agreement among health and educational professionals that **school attendance is vital to the life chances of children and young people**. Being in school improves health, wellbeing and socialisation throughout the life course. The greatest benefits come from children and young people attending school regularly.

Following government advice, worry and mild or moderate anxiety, whilst sometimes difficult emotions, can be a normal part of growing up for many children and young people. **It is important to note that these pupils are still expected to attend school regularly - in many instances, attendance at school may serve to help with the underlying issue**. Schools are advised that being in school can often help alleviate the underlying issues and being away from school might exacerbate them. A prolonged period of absence may heighten anxious feelings about attending in future. **We will be here to support all students and parents with this.**

We appreciate that every child is different, so if your child is absent due to feelings of anxiety, please get in touch as soon as possible so that we can work together to agree a support plan to overcome this barrier. **We can provide support and advice for stress and anxious feelings.**

You are welcome to contact us at an early stage so we can work together to resolve any problems that may arise. This is nearly always successful and leads to a return to full time education and a happy experience of school.

Thank you for your continued support in ensuring your child's attendance remains a priority.

Yours sincerely,



Mr J Gill  
Assistant Headteacher  
(Attendance Lead)

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