

13th March 2026

Dear Parent Carers

We write to you to stress the importance of good school attendance for all our students and to remind you of the statutory guidance from the Department for Education (DfE) which came into effect from August 19th, 2024 (Working together to improve school attendance).

Regular attendance at school (including punctuality) is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances. As you are aware, it is your statutory obligation to ensure your child attends school every day and on time (as per your child's timetable).

As a school we greatly appreciate that our families work hard to support good attendance.

Absences from school have been shown to have a significant impact on a child's education. They will miss out on valuable learning opportunities and fall behind their peers. Furthermore, absence from school can also have a negative impact on your child's social development and future prospects. Research shows that children who attend school regularly are more likely to achieve higher grades, go on to further education, and secure good employment in the future.

To meet our obligations in supporting the best possible attendance in our school we review every student's attendance each week and offer incentives to our students with good attendance.

We understand there may be occasional circumstances where your child may need to be absent from school. However, we would like to remind you of the importance of ensuring absences are kept to a minimum and that any planned absences are applied for with a leave request form and authorised by the school in advance whenever possible.

We have attached a copy of the leave request form and paper copies are also available directly from the school office.

Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 8.45am or as soon as practically possible.

We are aware that judging students' illness, whether children can attend when feeling poorly, can be difficult. Further advice and support can be found here:

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school>

Medical or dental appointments

Leave for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. Evidence of the appointment will need to be provided to authorise the absence.

Lateness and punctuality

In line with the DfE statutory guidance, any lateness means students will be marked as late 'L' if they arrive/enter school after their registration period and absent 'U' if they arrive/enter school more than 30 minutes late, this can negatively affect their attendance.

Applications for other types of absence in term time

Applications for other types of absence in term time must also be made in advance.

Leave in term time will only be granted in exceptional circumstances. We really are aware of the financial strains upon our families now, which make the option of leave in term time increasingly attractive, however, please think carefully before taking children out of school. We have seen the negative impact of missed education over the last few years, and school really is the best place for children to be.

Thank you for your ongoing support in helping to ensure good attendance in school.

Should you have any questions, please do not hesitate to contact the school Attendance Officer, Miss Neale on 01905 763580 or by email Stacey.neale@newbridgeschool.org

Yours sincerely



Ian Enwright
Executive Head Teacher