

1st September 2026

Dear Parent Carers

We write regarding the registration times and attendance for students at Newbridge School. Accurate registration is essential to ensure that all students are accounted for and that attendance is recorded in line with statutory requirements.

Registration periods are as follows:

- **Morning Registration: 9:00am – 9:30am**
- **Afternoon Registration: 11:45am – 12:15pm**

Students must be present in school during these registration periods to be marked as *present*. If a student is not in attendance during the designated registration times, they will not receive a present mark, and the appropriate absence code will be applied in accordance with the updated, July 2026, Working Together to Improve School Attendance guidance (attached with this letter for your reference) and the DfE requirements.

Late Arrivals and Register Closing Times

If a student is absent at the time the register begins being taken (9am / 11.45am) but arrives before the register closes, they will be marked as late, rather than absent.

If a pupil arrives after the register has closed, the attendance register must be amended to record them as absent, using Code U (unauthorised late) or another absence code that more accurately reflects the circumstances.

Unplanned absence

Parent Carers 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 should be provided 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.

Applications for other types of absence in term time

Applications for other types of absence in term time must 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