Underhill School & Children's Centre

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Dear Parents and Carers, 22nd September 2026

Now that we have settled into the new school year, we would like to remind all families of our expectations around attendance and punctuality.

Every day in school matters. Regular attendance helps children to learn, make progress, build friendships and feel part of school life. Our aim is for every child to achieve **at least 95% attendance**, with **97% or above** our aspiration wherever possible.

To put this into context:

- **97%** = around 5 days absent across the year
- **95%** = around 9½ days absent
- **90%** = around 19 days absent – almost four weeks of school
- **Below 90%** = nationally defined as **persistent absence**

What you can expect from us

We will monitor attendance regularly and act early when we have concerns. This may include contacting you, inviting you to an attendance meeting and agreeing support or next steps. Where attendance falls below 90%, or there are repeated unauthorised absences, we may also work with the Local Authority.

We understand that children get ill and that some absence is unavoidable. Our aim is to work with families to ensure children are in school **whenever they are well enough to attend**.

If your child is well enough to come to school but you are concerned that they may struggle later in the day, please speak to us. We can administer medication in school where appropriate, and would much rather work with you to support your child through the school day where they are well enough to be here. If their condition worsens during the day, we will of course contact you.

Term-time absence

Holidays during term time cannot normally be authorised. Leave will only be authorised in **exceptional circumstances** and must be requested in advance.

Unauthorised absence may be referred to the Local Authority and, where the national threshold is met, may result in a **Penalty Notice**.

If there are circumstances making regular attendance difficult for your child, please speak to us as early as possible so that we can work together to help.

Thank you for your support in making excellent attendance a priority at Underhill.

Best wishes,

Jennie Reed and Nicola Hayles

Co-Headteachers

HEALTHY SCHOOLS LONDON BRONZE AWARD
STARS 2016 Silver level Accreditation
PSQM Primary Science Quality Mark PSQM Valid 2024 – 2027
Ofsted Good Provider