

Wednesday 17th September 2025

Dear Parents and Carers,

At Courtwood Primary School pupils enjoy coming to school, and we are grateful for the strong support we receive from families in promoting regular attendance. Like all schools, we aim to minimise the amount of education missed, as consistent attendance is key to both academic achievement and social development.

We encourage all parents and carers to read our [School Attendance Policy](#), which is also available on our website, and to support us in upholding high standards of attendance and punctuality.

We understand that there are times when children are genuinely unwell and should stay at home - for their own wellbeing and to protect others. However, medical advice indicates that children with mild illnesses, such as a cough or cold without a fever, are often well enough to attend school. The NHS provides helpful guidance [Is my child too ill for school?](#) which can assist you in deciding whether your child is fit to attend.

If a pupil's absence falls below reaches 10% or more of the school year (which equates to roughly one day every two weeks), schools and local authorities are required to work together to identify and address any barriers to regular attendance. In such cases, if we have ongoing concerns about your child's attendance falling below 90%, we will contact you to arrange a meeting and discuss how we can offer support.

Please note that we have a legal duty to report persistent absence to the local authority. This includes:

- Pupils who do not attend regularly
- Pupils with 10 or more consecutive days of unauthorised absence
- Pupils expected to miss 15 or more days (consecutively or cumulatively) due to illness

Your cooperation in promoting good attendance is greatly appreciated, and we are here to work with you in ensuring every child can access the full benefits of their education.

Attendance thresholds and typical interventions;

Below satisfactory attendance	Attendance has dropped below 95% Letter home flagging that pupil is at risk of persistent absence.
At risk of persistent absence	91-92% (Falls below national average) Letter home flagging that pupil is at risk of persistent absence. Medical evidence to support absence may be requested.
Persistent absence	90% or less Referral to Croydon Local Authority likely. Meeting invitation with school and EWO to discuss targeted support.
Severe absence	50% or less More intensive support including referral to external services.



It is imperative that pupils arrive punctually to school every day. The school gates open at **8:30am** for mainstream pupils. Children can come into the school playgrounds, supervised by staff, from this time. The school bell is rung promptly at **8:45am** and the main gate and external school doors are closed shortly afterwards. Registration period is from **8:45am – 8:50am** for all mainstream pupils. Pupils arriving after this time will be marked late. The register closes at **9:15am**. After **9:15am**, your child will receive a U code for Unauthorised. A U code is the equivalent of an absence mark and will negatively affect the child's overall attendance.

For more information on school attendance please see the DfE statutory guidance on [Working Together to Improve School Attendance](#).

Parents have a vital role in maintaining and improving pupil attendance and we would really appreciate your help and support ensuring that your child comes to school every day so that she can get the best possible outcomes.

We appreciate that each family can face a unique situation in either short term or long term ways. We want to work with you to achieve good attendance in such circumstances. Please do not hesitate to contact us if there is anything we can do to support you or your child.

Yours sincerely

Mrs N Grant
Principal