



Nightingale Primary School

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Headteacher: Mrs Hannah Beckett

18th September 2025

Dear Parents,

I am writing to provide an update regarding the school attendance procedures at Nightingale. We ended the academic year in July with an attendance of just 95.1%, which is the lowest it has been since I have been responsible for it. Despite this however, I am proud to say we were still above the national average!

Many of you may have noticed my recent updates on ClassDojo concerning the excellent progress we have experienced thus far. With a current attendance of 98.4%, we are in the top 4% of all primary schools that use Arbor to record their attendance data! This is a fantastic start and something that I truly hope will continue.

At Nightingale, we expect our pupils to attend school on time, every day that we are open, unless the reason for absence is unavoidable.

You can support your child to have excellent attendance by taking these steps:

- Please ensure your child arrives on time for school every day. Your child should be in their classroom by 8:45 ready for the register at 8:50.
- In line with Department for Education guidance, pupils arriving after 9:20, when registration has closed, will be recorded as unauthorised late/absent.
- If your child appears to be only slightly unwell, please do send them to school if possible. We will contact you should their condition deteriorate, or they are not well enough to stay in school. Further advice can be found here: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>
- Please book any medical appointments outside of school hours. If this is unavoidable, please book the appointment as late in the afternoon as possible. This will minimise the impact on their learning. Please inform the school of appointments in advance.
- Please supply a copy of the appointment card, hospital letter or a screenshot of the appointment reminder, if your child has an appointment during school hours.

If your child becomes reluctant to go to school or you need help, please contact your child's class teacher immediately; we are more likely to be able to work together to solve any problems if we act early.

Green Band Attendance 96% - 100% Best chance to achieve full potential. 0 – 7 days absent	Amber Band Attendance 93% - 95.9% Risk of under-achievement Upwards of 8 days absent	Pink Band Attendance 90% - 92.9% Serious risk of under-achievement Upwards of 14 days absent	Red Band Attendance 0% – 89.9% Severe risk & possible legal intervention Upwards of 20 days absent
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“On the day” absence: what should I do if my child is not ‘fit’ to go into school?

On each day your child is unfit to come to school, please report this absence by 8:50am by either

- Phoning 02380 613588, and use option 1 to leave a voicemail
- Emailing absence@nightingale.hants.sch.uk
- Or call into the school office and report the absence in person

In the message, you must give us your name, your child's full name, their class and a specific reason for their absence. The information you give will be recorded on the official register and will determine if the absence is recorded as authorised (code I) or unauthorised (code O).

Leave of absence requests

There may be exceptional circumstances where you need to request a leave of absence for your child. Please use our '[Leave of Absence' form](#) to make these requests. The form should be submitted in advance of the date of absence, and you are advised not to make arrangements until the request has been considered. You will receive a letter advising if the request has been granted or declined. Details regarding penalty notices can be found in the attendance policy, which is published on our school website: <https://nightingale.hants.sch.uk/wp-content/uploads/Attendance-policy-2024-2025-1.pdf>

Please can I draw your attention to the following guidance from the [Department for Education](#) which all schools are required to follow:

"the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance"

Punctuality

Pupils are expected to arrive on time for school every day. The school doors open at 8:35am and there are morning tasks available in the classroom each day, as well as adults ready to work with the children from this time. The doors close at 8:45, and children arriving after that must sign in at the office. Your child is late for school if they are not in their classroom ready for the morning register at 8:50am.

In line with the Department for Education guidance, pupils that arrive after 9:20am will have their attendance mark recorded as 'unauthorised' late for the morning session, using code U. Persistent unauthorised absence from school could result in further action being taken. Hampshire County Council's attendance guidance for parents can be found here:

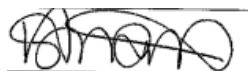
<https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents>

The Department for Education remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment.

Please contact your child's class teacher in the first instance if you require any support with ensuring your child's regular attendance at school.

I am also available to discuss concerns regarding your child, including school attendance, and can offer a range of different options to help. Please feel free to speak with me at the door in the morning or contact me via the school office.

Yours sincerely,



Hayley Sharp
Welfare Lead, Senior Mental Health Lead and DDSL

Through our values of *Respect*, *Courage*, *Compassion* and *Friendship*, we learn to *Inspire to Aspire*.