



Littleport Community Primary School & Preschool

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Headteacher: Mr A Rivett

Monday 16th March 2026

RE: Attendance Update for Families

Dear Parents and Carers,

At our school, we are committed to ensuring that every child has the best possible opportunity to succeed. One of the most important factors in achieving this is **regular school attendance**. Children who attend school consistently benefit not only academically but also socially and emotionally, as they are able to fully participate in learning, build friendships and develop positive routines.

We know that the vast majority of families work hard to ensure their children attend school every day and we appreciate the support you give in helping us maintain high levels of attendance.

Recently, we met with our Local Authority Attendance Adviser to review our attendance procedures and analyse our attendance coding against both national and local figures. As part of this process, we carefully reviewed how absences are authorised. This analysis has highlighted that, in some cases, we have been too lenient when authorising absences compared with DfE expectations.

As a result, we will be ensuring that our approach aligns more closely with national guidance and the advice of our Attendance Adviser.

We encourage all families to read the NHS guidance, *Is my child too ill for school?*, which provides clear advice to help parents decide whether their child should attend school or stay at home. This guidance can be found online on the [NHS website](https://www.nhs.uk). We will be using the same guidance when determining whether an absence should be authorised.

In line with this guidance and the advice we have received, mild illnesses will not normally be authorised as a reason for absence. Where children are well enough to attend school, we expect them to be in school.

We will also be taking a firmer approach to requests for leave during term time. As a reminder, the law states that Headteachers may only authorise leave during term time in exceptional circumstances. It is the responsibility of parents and carers to submit any request **before** the absence takes place. Unfortunately, we are unable to authorise requests retrospectively, regardless of whether the circumstances might otherwise have met the threshold for authorisation.

We appreciate that families sometimes face difficult decisions when their child is unwell or when planning family commitments. Our aim is not to penalise families but to ensure that all children benefit from the consistency and stability that regular attendance provides.

Thank you for your continued support in ensuring that your child attends school regularly and arrives on time each day.

Best wishes,

Mr Adam Rivett - Headteacher

