

Raleigh & Admirals Academies

The Attendance Edition – A Principal's view

Why bother challenging absence and lateness?

At first glance, a few missed days of school or the occasional late arrival may not seem significant. However, attendance and punctuality are about far more than simply being present in the classroom. They are about developing life skills, nurturing responsibility, and preparing children for the expectations of the wider world.

As a school, we recently sent warning letters to families of children whose attendance or punctuality is causing concern. I understand that receiving such a letter can feel uncomfortable. Please be assured that these letters are not sent lightly, nor are they intended to criticise or apportion blame. Instead, they are part of our duty to ensure every child has the best possible opportunity to succeed.

Good attendance is directly linked to academic achievement. Every lesson builds upon prior learning. When a child is absent, they miss not only the teaching input but also discussion, collaborative work, and the small but vital steps that help knowledge "stick." Over time, these gaps widen and can affect confidence as well as attainment. Punctuality is equally important. Arriving late can mean missing key instructions, phonics sessions, maths starters, or guided reading — often the very parts of the day that set children up for success. Furthermore, arriving late can leave a child feeling unsettled and anxious, which impacts their readiness to learn.

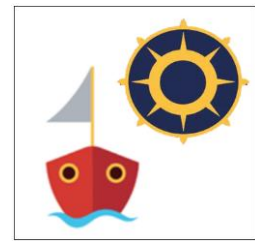
Beyond academic progress, attendance and punctuality are fundamental life skills. By ensuring children attend school every day and arrive on time, we are teaching them reliability, organisation, resilience, and commitment. These qualities underpin success not only in secondary school, but in employment and adult life. Employers, colleges, and training providers expect individuals to be present, prepared, and punctual. These habits start in primary school. There is also a clear national focus on attendance. Recent expectations from Ofsted place even greater emphasis on how schools promote and secure good attendance for all pupils. Inspectors now look closely at how effectively schools identify concerns, communicate with families, and take appropriate action where attendance falls below expected levels.

Importantly, as Principal, I am governed by law to challenge poor attendance. Schools have a statutory duty to monitor attendance and, where necessary, work with families and the local authority to address persistent absence. We are not only morally committed to your child's success; we are legally required to act when attendance is a concern.

Our approach is always supportive. We know that genuine illness and unavoidable circumstances occur, and we are here to help where there are barriers to regular attendance. Open communication between home and school is key.

By working together to prioritise attendance and punctuality, we are doing more than ensuring children sit in a classroom. We are building habits, character, and responsibility that will serve them for life. Thank you for your continued support in making every school day count.

Greg Sadler, Executive Principal



Upcoming Term Dates 25/26

Monday 23rd February '26

Spring term '25/26 resumes

Friday 27th March '26

Spring term '26 ends

Tuesday 14th April '26

Summer term begins

'Thankyou Debbie !!'



We would like to extend our heartfelt thanks to **Debbie McKeon** as she retires from her roles as cleaner and midday supervisor. Debbie has been a valued member of our school community for 26 years, carrying out her duties with unwavering dedication, care and professionalism. Her hard work behind the scenes has ensured our school has remained a clean, safe and welcoming environment for pupils and staff alike. At lunchtimes, her calm presence and kindness have supported countless children. Debbie's commitment and positive attitude will be greatly missed, and we wish her a long, happy and well-deserved retirement.

School Attendance

Every day counts...



Good attendance helps with...



Academic Achievement

Regular attendance helps children stay on track with the curriculum and achieve stronger academic results.



Social Skills

Being in school every day helps children make friends, develop important social skills and feel part of the school community.



Routine & Responsibility

Attending school regularly teaches the importance of commitment, routine and responsibility, helping children build valuable life skills.



Focus & Engagement

Children who attend school regularly are more likely to stay engaged in their learning and develop a positive attitude towards education.



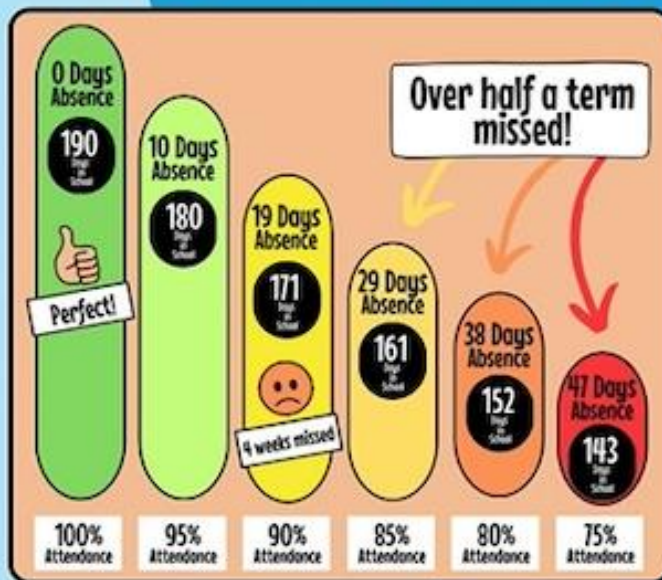
Building Confidence

Regular attendance can boost a child's self-esteem and confidence, as they see their progress and achievements over time.



Enhanced Learning Opportunities

School offers more than academic learning - it provides clubs, activities and enrichment opportunities that help children discover new interests and talents.



Did you know there are...

- 365 Days in a Year
- 190 School Days
- 175 Non School Days

Having 90% over 5 school years, is half a school year's work missed!

Tips for Supporting Good Attendance...

Set a regular routine
A consistent bedtime and morning routine helps children feel ready for school and reduces last-minute stress.

Aim for every day
Try to make school attendance the default. Only keep your child off if they are genuinely unwell.

Plan appointments carefully
Where possible, book medical or dental appointments outside school hours so your child doesn't miss lessons.

Talk positively about school
Ask about your child's day and celebrate the little things they enjoy. Your positivity helps them look forward to school.

Stay in touch
When a child is struggling, early communication with the school helps everyone find solutions and makes things easier for the child.

Prepare the night before
Pack bags, lay out uniforms and check homework in the evening to make mornings smoother and less stressful.

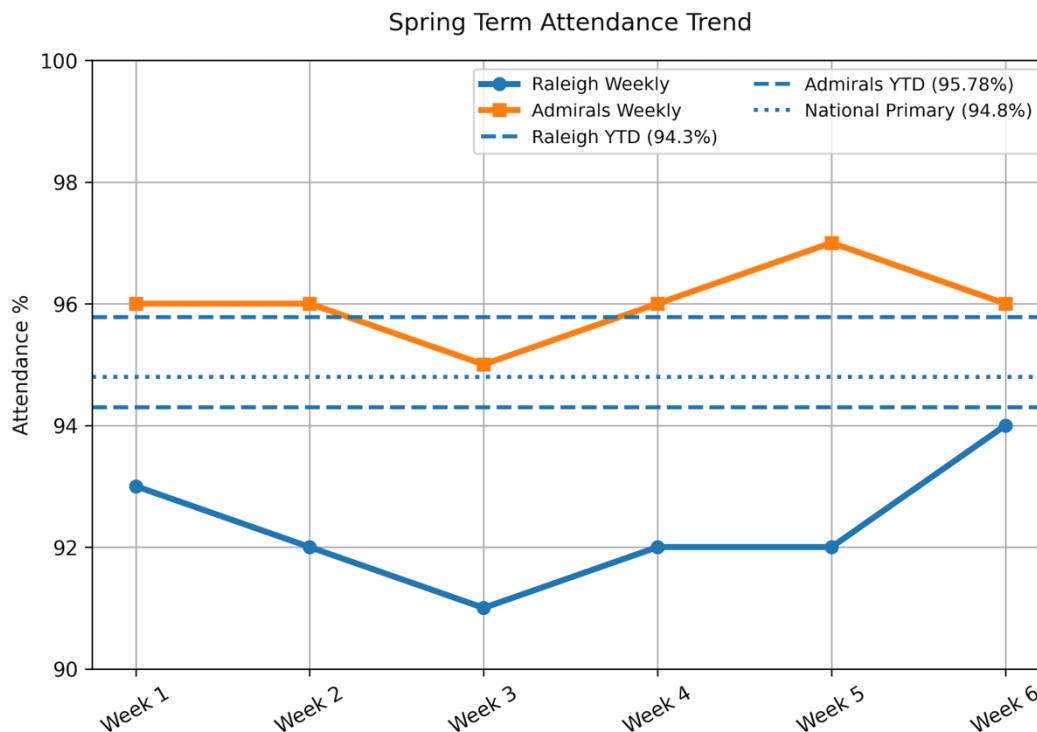
Silly School Education



How do we compare?

I am pleased to share an update with parents on school attendance at both Raleigh and Admirals, and how this compares with national figures. Attendance is a key factor in children's learning, wellbeing and overall achievement, and we are proud of the strong commitment shown by our families and pupils.

So far this academic year, Raleigh Academy's attendance stands at 94.3%, which is above the national average for all schools (93.3%) and only slightly below the national primary average of 94.8%. Admirals Academy continues to perform particularly strongly, with year-to-date attendance of 95.78%, placing it comfortably above both national benchmarks. Weekly attendance figures across the spring term show consistently high levels at Admirals and steady attendance at Raleigh, demonstrating positive routines and engagement across both schools



While we are encouraged by these results, we know that even small improvements in attendance can make a significant difference to children's progress. Every school day matters: missing just a few days over the year can add up to lost learning time and reduced confidence in the classroom.

To improve attendance still further, we will continue to work closely with families to promote good habits and clear expectations. This includes celebrating good and improved attendance, offering early support where attendance begins to dip, and ensuring children feel safe, happy and motivated to come to school each day. We also ask parents to support us by prioritising attendance wherever possible, avoiding term-time holidays, and ensuring children arrive on time each morning.

Thank you for your continued support in helping all our pupils attend regularly and thrive.

100% Attendance

We are delighted to share an update with parents about our 100% Attendance Prize initiative, which continues to promote excellent attendance across the school.

Each week, every child who achieves 100% attendance receives a raffle ticket. These tickets are collected and entered into a prize draw, creating a sense of excitement and celebration around coming to school every day. At the end of each week, the draw is carried out in our Celebration Assembly by our Head Boy and Head Girl, making it a special moment that pupils really look forward to. It has been wonderful to see the enthusiasm in assembly as names are announced and prizes are awarded.

The prizes themselves have been carefully selected by our School Council Communications Team, led by Mrs Hale. The team



gathered ideas from pupils across the school to ensure the rewards are meaningful, motivating and age appropriate. By involving the children in choosing the prizes, we have ensured that the initiative truly reflects their interests and ideas. This has strengthened pupil voice and helped create a sense of shared ownership across the school community.

Our aim is simple: to reinforce the importance of attending school every day. Excellent attendance supports strong academic progress, positive friendships and confident routines. Even missing a small number of days can have an impact on learning, so celebrating 100% attendance helps build lifelong habits of commitment and responsibility.

We are incredibly proud of the positive response from pupils so far. Together, we can ensure that every child is in school, every day, ready to learn and succeed.

ATTENDANCE

WHAT THE NEW RULES MEAN FOR ME

1

I'm a single parent of one child and we want to go on holiday for a week.

Your holiday will not be authorised and you must talk to the school before you book anything. Because your child will miss 5 school days you will be given a penalty notice fine. The fine is £160 but if you pay it in 21 days it will be reduced to £80.

£160



2

FOR EVERY CHILD A PENALTY IS GIVEN.



+ £160 + £160 + £160 + £160

4 children & 1 parent = £640

Reduced to £320 if paid in 21 days

IRREGULAR ATTENDANCE

10 IN 10

5

If your child is absent for 10 or more sessions in 10 weeks and their absences are unauthorised. The school will consider prosecution.

1 Day = 2 Sessions

3

FOR A FAMILY OF TWO PARENTS



+ £160 + £160 + £160 + £160

4 children & 2 parents = £1280

Reduced to £640 if paid in 21 days

If in any period of not more than 3 years, your child has a 2nd and 3rd leave of absence or pattern of irregular attendance...

4

2ND TIME

2 parents and 1 child = £320
2 children = 640
3 children = 960
4 children = 1280

No discount for early payment



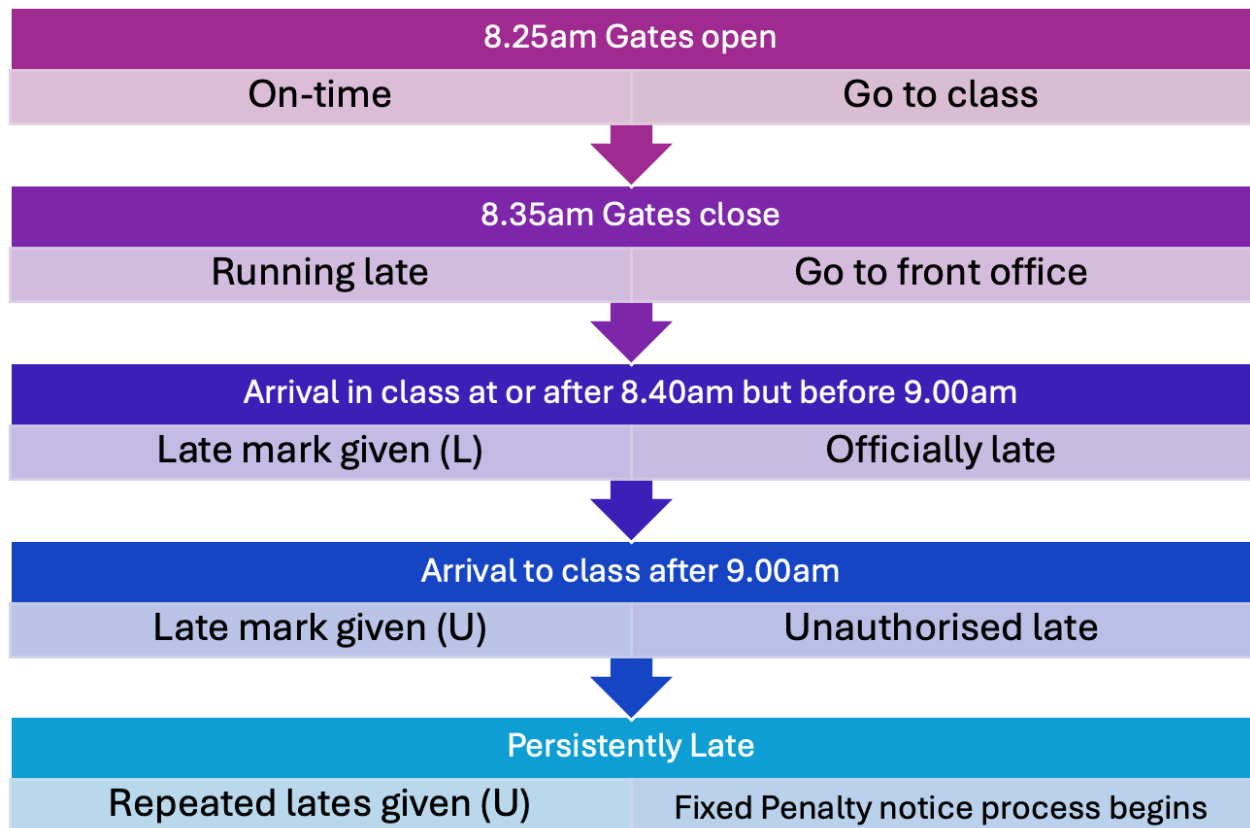
3RD TIME

A penalty notice fine will not be given. Instead, your case will be taken to court.

A magistrate can fine each parent £2500 for each child

1 parent & 4 children = £10,000
2 parents & 4 children = £20,000

Our 'Late to School' Flowchart



We would like to clarify our morning start procedures to ensure all families understand how lateness is recorded and why punctuality is so important.

School gates open at **8:25am**. Children arriving during this time are considered on time and should go straight to class. Gates close promptly at **8:35am**. Any child arriving after this time is classed as running late and must report to the front office to be signed in.

If a child arrives in class at or after **8:40am but before 9:00am**, they will receive a late mark (L). This is recorded as officially late. While this may seem like a short delay, valuable learning takes place at the start of each day, and arriving late can disrupt both your child's learning and that of others.

If a child arrives **after 9:00am**, this is recorded as an unauthorised late mark (L). This is a more serious mark and is recorded as absence for the session. Where children are persistently late and receive repeated (L) marks, the fixed penalty notice process may begin in line with national guidance.

We appreciate your support in ensuring children arrive on time each day, ready to learn and make the most of every lesson.