

Dear Parent/Carer,

I hope this letter finds you and your family well. Whether you are returning to Waterwells Primary Academy or joining us for the first time, we are delighted to welcome you to our school community following the summer break.

As we begin the new academic year, we would like to take this opportunity to reinforce the importance of establishing strong routines—particularly regarding excellent school attendance and punctuality. These routines not only support academic achievement but also promote wellbeing, consistency and a sense of belonging.

You can view our Attendance Policy for 2025 which can be found on the school website.

Supporting attendance during minor illnesses

We understand that children may occasionally feel unwell. However, in many cases, they are still able to attend school with the right support and monitoring.

If your child experiences any of the following:

- Hay fever
- Headaches
- Tiredness
- Sore throat
- Mild cold symptoms
- Period-related discomfort (discreet support is available, including access to more frequent toilet breaks)

We would recommend administering appropriate medication at home prior to the school day and sending them in. We will continue to monitor their wellbeing throughout the day and will contact you should their condition deteriorate.

For further guidance, please refer to the Department for Education's publication *Should I Keep My Child Off School?* <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

Injuries or Reduced Mobility

If your child is recovering from an injury or managing a condition that affects mobility around the school site, please contact us at your earliest convenience. We are happy to discuss appropriate adjustments so your child can safely access lessons and participate fully in school life.

Contagious Illnesses

In the event of a contagious or infectious condition such as chickenpox or measles, please notify the school immediately and follow the latest guidance provided by the NHS and UK Health Security Agency.

Sickness and Diarrhoea

If your child is experiencing continuous sickness or diarrhoea, they should remain at home for 48 hours following the last bout of illness.

Medical Appointments

We recognise that some medical appointments—such as those arranged by hospitals, CAMHS, or orthodontists—cannot be rescheduled. In these instances, please notify us in advance and provide a copy of the appointment confirmation.

We kindly request that routine GP, dental and optician appointments are arranged outside of school hours to minimise disruption to learning.

Punctuality

The school day begins promptly at 8.45am. Any pupil arriving after this time will be marked as late in the register.

Please note: the morning register closes at 9.15am. Pupils arriving after this time will receive a 'U' code, which is classified as an unauthorised absence in accordance with statutory guidance.

Reporting Absence

If your child is going to be absent, please ensure that you call the school on 01452 889162 or email admin@waterwellsprimary.co.uk by 8:30am on each day of the absence.

Messages sent to other inboxes may not be received by the Attendance Team and could result in the absence being recorded as unauthorised. If we do not receive notification of your child's absence, we will attempt to make contact using the details provided on your emergency contact list. In some cases, a home visit may be carried out to ensure your child's safety and wellbeing.

Term-Time Holidays

Requests for holidays during term time cannot be authorised unless exceptional circumstances apply. The Department for Education states:

“Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.”

Unauthorised holidays may result in a penalty notice being issued. If a child is absent from school immediately before or after a school holiday period, a home visit may be carried out.

If you have any concerns about your child’s ability to attend school or would like to discuss specific circumstances, please do not hesitate to contact us. We are here to support every child to flourish.

Yours sincerely,

Mrs McKerrow

Assistant Head

Attendance Champion



How much time are you missing?



Every Day Missed = Lost Learning

Waterwells Primary Academy