



Madresfield C.E. Primary School

Mrs R Hibell – Headteacher

Tel: (01684) 573620

Email: office@madresfield.dowmat.education



9th July 2026

Dear Parents

Attendance – important information

Good attendance and punctuality remain a top priority for us at Madresfield CE Primary, we strive to ensure your child has the best opportunities to be the best they can be, to feel safe and supported in school, and to develop a sense of belonging both with their peers and as a wider part of our school community.

To support that, regular attendance is key.

At Madresfield school starts at 8.45am and finishes at 3.15pm (3.10pm for Reception pupils) and we have high expectations that all pupils and parents will commit to a high level of attendance.

Our ambition for every child is 100% attendance however we recognise that on occasion some children may experience illness or have exceptional reasons preventing regular attendance. We will work with you as partners to ensure in such circumstances any identified barriers are discussed so we can best support your child's wellbeing and education.

Giving your child the best start for 2026/27

90% attendance may seem like an acceptable level of attendance, however the reality is that 90% attendance means that your child misses half a day of school every week, the equivalent of 19 school days (almost one whole month), during the year. Children who miss this amount of school do not achieve as well as their peers who attend more regularly.

100% Attendance	0 Days Missed
95% Attendance	9 Days of Absence 1 Week and 4 Days of learning lost
90% Attendance	19 Days of Absence 3 Weeks and 4 Days of learning lost
85% Attendance	28 Days of Absence 5 Weeks and 3 Days of learning lost
80% Attendance	38 Days of Absence 7 Weeks and 3 Days of learning lost
75% Attendance	46 Days of Absence 9 weeks and 1 day of learning lost

Our attendance policy is available to read on our school website [Madresfield CofE Primary School - Attendance](#). This is renewed annually and explains in detail how we monitor attendance and follow up absence. A summary of what





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parents can expect from September 2026 is:

- Registers are taken at 8.45am
- Parents must contact the school by 9am **everyday** if their child is absent
- If parents have not informed the school by 10am – we are required to contact all emergency contacts to ascertain the whereabouts of the pupil
- Where a pupils attendance falls below 95% attendance – parents will receive a warning letter and will have an attendance meeting with the class teacher
- Where a pupils attendance falls below 92% attendance – parents will receive a close monitoring letter and will have an attendance meeting with the Phase Lead and potentially other staff such as our Family Support Worker as applicable
- Where a pupils attendance falls below 90% attendance – a pupil is considered a “persistent absentee” by the DfE - parents will receive a warning letter and will have an attendance meeting with the Headteacher and referrals are required to be made to Worcestershire County Council
- Holidays during term time will not be authorised (unless considered exceptional circumstances by the Headteacher) and where 10 sessions of unauthorised absence occur within a 10 week period it will be referred to Worcestershire County Council and may be subject to a penalty notice fine.
- Where a parent has notified the school that a pupil is unwell, however the pupil states otherwise (before or after), this will be considered unauthorised absence and evidence of illness or appointments will be required.

We know being a parent/carer can be challenging at times. We are here to help if there are any problems affecting your child. Do please speak with your child’s teacher or our Family Support Worker, Mrs Thomas, in the first instance.

There are resources available to help you support your child’s attendance on our website as well as other organisations:

[Madresfield CofE Primary School - Pastoral Support](#)

[Attendance information for parents and carers | Worcestershire County Council](#)

[Is my child too ill for school? - NHS \(www.nhs.uk\)](#)

We look forward to working in partnership with you to support your child’s educational journey and ensure their educational entitlement.

Yours sincerely

Mrs R Hibell
Headteacher

