

9 January 2026

Dear Parent/Carer

Key attendance reminders

It has been such a pleasure to welcome back all children from the Christmas holiday.

I am delighted to have recently written to many parents/carers to congratulate their child achieving 100% attendance for the autumn term. This is a reflection of the increasing rates of attendance the school is seeing across all year groups and on a general note, I would like to thank all parents/carers in supporting our continued drive to improve attendance rates.

Attendance rates are still behind pre-COVID levels and I wanted to take this opportunity to reinforce the importance of your children attending school every day. Not only is attendance important for their academic success but also their well-being.

Outlined below are key routines that will help us all ensure every child the very best attendance possible.

- **Students must attend school each day and on time.**
- **Students are expected to be on site ready for our 8.35am start time. Late arrivals are followed up with an after school detention.**
- Please continue to report any absences in the usual way before 8:30am by either emailing attendance@springfield.uk.net or calling (023) 9271 1808.
- Illness: when your child is unwell and unable to attend school the NHS 'Is my child too ill for school?' guidance has further information that we hope will be of help.
- Medical appointments: if your child has a medical appointment that cannot be scheduled outside school hours, please notify us in advance. We ask that any appointments are made in the afternoon in order to minimise the amount of school time missed.

The full attendance policy is available to read on our school website. If you have concerns regarding your child attending school, please contact your child's tutor, head of year or pastoral manager as quickly as possible. If you have any questions, please do not hesitate to contact the school at contact@springfield.uk.net

Yours faithfully



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