

Attendance at Britannia- 2025/26

Dear Parents/Carers,

Good attendance and punctuality remain a top priority for us at Britannia. We share parents and carers views in wanting the best for your child and we are looking forward to working in partnership with you. This year, attendance will form one of our four school improvement aims so as you can see it is a huge priority for us this academic year.

At Britannia, 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 will be key.

At Britannia, the school gates open at 8:35am and the doors to enter the building close at 8:50am. If your child arrives after 8:50am, they will have to enter the school via the office and will be classed as late. School finishes at 3:15pm

We expect all pupils at Britannia to attend school as regularly as possible. Our ambition for every child is 100% attendance.

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

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.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Britannia Primary School is part of Oxlip Learning Partnership, a company limited by guarantee incorporated in England and Wales Registered number: 7656715.
Registered Office: Copleston High School, Copleston Road, Ipswich, Suffolk, IP4 5HD. Telephone: 01473 277243. (Sat Nav: IP3 8LR)
Email: mail@oxlip.uk Website: www.oxlip.uk



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

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 class teacher or get in contact with our support team (Miss Campbell, Mrs Chapman & Mrs Garrod).

To assist parents deciding whether their child is too ill to attend school or otherwise, the NHS have produced a weblink you may also find useful: Is my child too ill for school? - NHS (www.nhs.uk)

As parents/carers you can best support your child to secure regular attendance and punctuality by:

- Ensuring a good bedtime routine to enable your child to get enough sleep.
- Establishing a good routine each evening and each morning so your child is prepared for the school day ahead.
- Making sure your child attends school every day it is open, unless there is an exceptional reason preventing this.
- Ensuring your child arrives at school on time every day, no later than 8:50am
- Arranging dental and medical appointments outside school hours wherever possible.
- Informing the school if your child is ill and too unwell to attend
- Taking any holidays during school holiday periods, and not during term time
- Talking positively to your child about school and taking an interest in their school day
- Attending parents evenings and school events
- Praising and rewarding your child's efforts and achievements at school
- Supporting school staff by working in partnership to best manage and support your child with any difficult or challenging behaviour or circumstances
- Discussing any problems or difficulties with the school as soon as they arise – staff are here to help.

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

Yours sincerely

Britannia attendance team - Mr Hart (Principal), Mr Williamson (Attendance lead), Miss Campbell (Sendco & DSL) & Mrs Chapman (Family liaison officer)

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