



**THE HART
SCHOOL**
*Creative
Education
Trust*

RSA / SHN

25 September 2026

Dear Parents and Carers,

Attendance Matters – Every Day Counts

We would like to begin by thanking you for your continued support with school attendance. The vast majority of our children have had an exceptional start to the new school year, with strong attendance across the first few weeks. It has been fantastic to see so many students arriving at school each day, ready to learn and make the most of the opportunities available to them.

As we move further into the autumn term, we appreciate that this is also the time of year when children can begin to pick up the occasional cold, cough or sniffle. We understand that children will sometimes be unwell, and we ask that parents continue to use their judgement when deciding whether their child is well enough to attend school.

Most children manage minor colds and sniffles very well and are able to attend school as normal. We have included some further guidance with this letter to help you decide when your child should attend school and when it is appropriate for them to remain at home.

A little extra motivation – Proud to be Hart points!

We know that positive recognition and rewards can be a great motivator for our students. Therefore, next week we are doubling our Proud to be Hart reward points for attendance.

Any student who achieves 100% attendance from Monday 28 September to Friday 2 October next week will receive an additional 20 Proud to be Hart points, which will be added to their Arbor account.

These points can then be used in our Hart School Reward Shop, where students can redeem their points for a range of exciting rewards.

Please do encourage your child to attend every day next week so that they have the opportunity to be recognised and rewarded for their excellent attendance.

Friday attendance – every day really does count

We particularly want to emphasise the importance of Friday attendance. We have, on occasions, seen a small number of students choosing not to attend school on a Friday. While this may appear to be just one day, missing school regularly, including Fridays, can have a significant impact over time.

Missing lessons means missing important learning, explanations, practice and opportunities to develop knowledge and skills. This can widen gaps in learning and make it more challenging for students to access new curriculum content.



Over time, this can have an impact on academic outcomes.

Every school day counts. Every lesson counts.

Working together to support good attendance

We know that good attendance is about much more than academic outcomes. Being in school regularly also supports children's well-being, friendships, confidence, sense of belonging and wider personal development.

We want every child to have the very best opportunity to succeed, and working in partnership with families is an important part of achieving this.

Please continue to support your child in attending school regularly and on time. If there are circumstances affecting your child's attendance, please speak to us so that we can work together to provide the appropriate support. For your information, below is the link to the NHS guidance "is my child too ill for school" www.nhs.uk/live-well/is-my-child-too-ill-for-school

Please can we ask you report any absences to attendance@hartschool.org.uk or call **01889 571685** daily when your child is absent. Any medical evidence to support absence should be sent to attendance@hartschool.org.uk This will then be added to your child's Arbor profile.

Term-time holidays

We appreciate that arranging family holidays can sometimes be incredibly difficult, particularly with the cost and availability of holidays outside of term time. However, please be reminded that holidays taken during term time will **not normally be authorised**. This is in line with Department for Education guidance and local authority expectations. Can we please ask that should you be taking time off during the academic year that an absence request form is completed and submitted. These can be collected from reception. We have a safeguarding duty to know where our pupils are, should a child be of for a period of time, home visits will be completed to check in and offer any help and support.

Where a holiday is taken during term time without authorisation, the local authority may issue a penalty notice/fine to parents, in accordance with the national attendance regulations.

Thank you once again for your continued support. The strong attendance we have seen so far this term is something we should all be incredibly proud of, and we want to continue building on this positive start.

Let's continue to work closely together - school and home - to ensure every child attends regularly, feels a strong sense of belonging and has every opportunity to achieve their very best.

Wishing you all a lovely weekend when it arrives.

Yours sincerely,

Miss R. Sandham
Principal

COLD? COUGH? CAN YOU COME TO SCHOOL?

A mild illness doesn't always mean you need to stay at home.

If you're well enough to learn, be with your friends and take part in school life – that's a good enough reason to come in!



YOU CAN COME IN with these mild symptoms:



A runny nose or minor cough
(as long as you're otherwise well).



A mild sore throat
(as long as you're otherwise well).



A cold
(without a raised temperature).



Other minor symptoms
(like a headache or tummy ache)
as long as you're feeling well enough
to take part in your normal school day.

If you're up for learning,
being with your friends and taking part
in lessons – come in!



PLEASE STAY HOME if you:



Have a high temperature
(38°C or above).



Feel too unwell
to take part in normal
school activities (e.g. vomiting,
diarrhoea, severe headache).



**Have an illness where public
health guidance recommends
staying away from school**
(e.g. sickness and diarrhoea,
chickenpox, etc.).



If you're not sure, speak to a parent
or carer and get advice. It's better
to check than to spread illness
or make yourself worse.



Medication

Can be kept in school with
signed parental permission.

If your child needs to take regular medication (e.g. for asthma, allergies, ADHD), please speak to the school. We can support you by keeping the medication in school if you provide signed parental permission, in line with our medication procedures.



A useful question to ask yourself...

**"Is my child well enough
to take part in a normal
school day?"**

If the answer is yes, and they don't have
a reason to stay away, please send them in.

Regular attendance helps you...



keep up with
your learning



stay connected
with your friends



feel better
and more positive

**We're here
to support you.**