

SUTTON-ON-THE-FOREST

CHURCH OF ENGLAND PRIMARY SCHOOL



Address

Sutton-on-the-Forest
Church of England
Voluntary Controlled
Primary School
Main Street
Sutton on the Forest
North Yorkshire
YO61 1DW

Telephone

01347 810 230

Email

admin@sutton-on-the-forest.n-yorks.
sch.uk

Website

www.suttonontheforestschool.org

3rd September 2025

As we begin the new academic year, I wanted to take this opportunity to remind you about our expectations regarding attendance and punctuality.

In September 2024, the Department for Education implemented updated guidance concerning school attendance. This sets out clear expectations that we must all follow. All pupils are required to attend school regularly, with absences only excused for valid reasons such as illness, medical appointments, or pre-approved exceptional circumstances. It is your responsibility as parents and carers to ensure your child attends school on time every day. Poor punctuality affects not only your child's attendance record but also the quality of their education.

As a school, we closely monitor attendance records throughout the year. If we notice any concerning patterns of absences, we will contact you to discuss the situation and work together to find solutions. Please remember that parents and carers are strongly discouraged from taking holidays during term time. The local authority may issue a Penalty Notice of up to £160 per child, per parent or carer for unauthorised term time leave. This applies when a child has 10 sessions of absence, which equals 5 school days, within a rolling period of 10 school weeks.

If you do need to request time off during term time, you must complete a term time absence form in advance. These forms are available on the school website or from the school office, and completing them is part of our safeguarding process. [Term time absence form](#)

We expect all parents and carers to ensure prompt attendance every day, with pupils arriving ready to participate in their classes. This is an 8.50am arrival, ready for a 9.00am start. Communication is key, so please notify the school immediately of any absences and provide the necessary documentation when required. Making this phone call ensures that you don't trigger the next stage of our attendance process.

Small school, big heart, aiming higher together



SUTTON-ON-THE-FOREST

CHURCH OF ENGLAND PRIMARY SCHOOL



We understand that sometimes circumstances can make regular attendance challenging. Our school is committed to supporting families in any way we can. If you are facing difficulties that affect your child's attendance, please don't hesitate to reach out to us. We have resources and staff members available to help you overcome these obstacles.

I have included this useful diagram that gives a clear outline regarding missed days and lateness. This is a link to our [Attendance Policy](#)



Every Minute Counts

LATENESS = LOST LEARNING
(Figures below are calculated over a school year)

5 Minutes late each day	3 days lost!
10 Minutes late each day	6.5 days lost!
15 Minutes late each day	10 days lost!
20 Minutes late each day	13 days lost!
30 Minutes late each day	19 days lost!

Be at the classroom on time and ready to learn!

Please contact the school office if you need assistance or would like to discuss any concerns regarding your child's attendance.

Thank you for your continued support and commitment to your child's learning.
Yours sincerely,

Helen Pye
Headteacher

Small school, big heart, aiming higher together

