



# ATTENDANCE NEWSLETTER

AUTUMN TERM 1 2025



**As always, thank you to our families for continuing to work with us to ensure that all children have the best possible attendance.**

## Appointments

We kindly ask for your support in ensuring that pupil learning time is protected. Please arrange medical and other appointments outside of the school day—either after school or during the school holidays.

We understand that some appointments are unavoidable, but frequent absences during lessons can disrupt your child's progress and the rhythm of the school day. By scheduling outside of school hours, you help us maintain continuity and give your child the best chance to thrive.

## Honesty and Integrity

Being open and honest about your child's absences—including holidays—is key to building trust and supporting their learning. Clear communication helps us keep accurate records, plan for missed work, and offer the right emotional support when they return. Our Inclusive Attendance ethos means every child is warmly welcomed back and checked in with, but this can only happen when we understand the reason for their time away.

## PUNCTUALITY REMINDER

**8:15**

Gates open for Opal Play (children are parents' responsibility)

**8:40**

Doors open

**8:45**

School day begins\*\*\*

**8:50**

Gates close. Pupils are now late and must be signed in at the office by an adult with a valid reason given.

\*\*\* Although children are not classed as late until 8:50am, they are missing the start of the school day which includes feedback on the previous day's learning, wellbeing check in, basic skills such as handwriting lessons.

## Absences in 2024-25

### Days of learning lost to:

- Holidays: 374
- Illness: 1181
- Other unauthorised: 557.5
- Medical appointments: 135
- Lates: 1241
- Lates after registration has closed : 118



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## REMINDER ABOUT ABSENCE PROCEDURES

- Please inform the school office before 8:30 am if your child will be absent from school
- You may be asked to supply medical evidence such as medication or appointment letters
- Please arrange appointments outside of school hours where possible
- If you have not contacted school, Miss Smith will contact you to find out the reason for absence
- Miss Smith may also contact you at the end of the school day to enquire about your child and discuss their return to school the following day
- Miss Smith will continue to contact you each day that your child is absent to check in and offer support where possible

## SUPPORT FROM SCHOOL

Where possible school will offer support to you and your child around attendance difficulties. This is through our multi tiered approach to support.

## PHONE CALLS FROM SCHOOL

Class teachers, Mrs Lyon and Mrs Allen may call you or request a meeting with you to talk about your child's attendance and any difficulties you or your child may be facing. These are supportive and we encourage our families to engage with us in this way so that your child can have the best possible attendance.

**#miss school #miss out**

**Planned activities for Autumn 1 Term**

**MD Production workshops**  
**Learn to Ride**  
**Forest School**  
**European Day of Languages**  
**Opal Play Afternoons**  
**Individual school photographs**  
**Halloween Discos**  
**Junior Dukes launch workshops**  
**Book Fair**

## CONTACT INFO

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# MULTI-TIERED SUPPORT

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