



ATTENDANCE NEWSLETTER



AUTUMN TERM 2 2025

PUNCTUALITY REMINDER

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

Winter Illness

As we head into the colder months, we understand that children may experience seasonal coughs and colds. If your child is generally well—eating, playing, and able to manage their day—they should attend school.

We can support them with rest, fluids, and paracetamol if needed, and will keep a close eye on their wellbeing throughout the day. Being in school helps maintain routine, learning, and connection with friends. Please keep your child at home only if they have a high temperature, are too unwell to manage the day, or have been advised to stay off by a medical professional.

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.

CONTACT INFO

Phone: 0151 477 8340

Email: robypark@knowsley.gov.uk
attendance@robyparkprimary.co.uk

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 Autumn 1

Days of learning lost to:

- Holidays: 271
- Illness: 313
- Other unauthorised: 257
- Medical appointments: 23

- Lates: 228
- Lates after registration has closed (classed as an absence): 16



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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

We're committed to supporting not just our pupils, but our families too. One way we do this is by offering free access to FACE parent talks—a series of expert-led sessions covering a wide range of topics that matter to you. These include areas such as anxiety, emotional based school avoidance and many more themes designed to empower and inform.

Whether you're looking for practical strategies or simply a space to reflect, FACE talks are a valuable resource we're proud to offer.

We'll continue to share upcoming sessions and signposting information throughout the term.

#miss school #miss out

Planned activities for Autumn 2 Term

To enhance learning

Historic Workshops
Anti Bullying Week
Rock Kidz
Rehearsals for performances

To share as a school community

Christmas Family Dining
Pantomime
Nativity
Christmas Party
Mrs Claus Visit
Christmas Winter Wonderland

Term Time Holidays

Taking holidays during term time can significantly disrupt your child's learning. As well as missing vital English and maths lessons, which build sequentially and underpin future progress, your child will also miss at least one full unit of a foundation subject such as science, history, or design technology. These units are carefully planned to develop key knowledge and skills, and missing them can lead to lasting gaps in understanding. Every lesson matters.



MULTI-TIERED SUPPORT

AUTUMN TERM 2 2025



Tier 1
Universal Strategies

Role of Teachers and School

- Meet and greet children.
- Create positive classroom environments.
- Build positive relationships with all children and adults.
- Recognise individual and collective achievements.
- Implement evidence-based teaching strategies.
- Monitor daily attendance and punctuality

Role of Children

- Attend school regularly and be punctual.
- Engage actively in classroom activities.
- Support other children.
- Recognise the achievements of other children.
- Share when you have a concern.

Role of Parents

- Ensure children attend school regularly and on time.
- Understand and support any concerns your child may have.
- Communicate with the school regarding absence.
- Recognise personal achievements.
- Communicate with teachers about any concerns.

Role of External Agencies

- Provide resources and training to teachers on effective classroom strategies.
- Collaborate with schools on attendance initiatives.
- Support a comprehensive and inclusive school-wide approach that encompasses both attendance and mental health.

Tier 2
Individualised Strategies

Role of Teachers and School

- Proactively use data information to identify children who are at risk of PA.
- Work with each identified child and families to understand and address the reasons for absence, including any in-school or out of school barriers to attendance.
- Implement agreed strategies in daily practice.
- Monitor progress.
- Recognise achievements.

Role of Children

- Co-create and participate in any targeted interventions.
- Recognise personal achievements.
- Share concerns with staff.
- Continue to engage in school life.

Role of Parents

- Work with the school to help understand their child's barriers to attendance.
- Proactively engage with the support offered to prevent the need for more formal support.
- Continue to communicate effectively with the school regarding absence.

Role of External Agencies

- Signpost or provide access to services.
- Where there are out of school barriers, provide each identified child and their family with access to services they need.
- Provide professional development and early intervention support to the school.

Tier 3
Higher Needs Strategies

Role of Teachers and School

- Proactively use data information to identify children who are at risk of PA.
- Take an active part in the multi-agency effort with the local authority and other external partners.
- Use data driven information to identify children at risk of severe absence.
- Continuously assess and adapt strategies.
- Monitor progress.
- Recognise achievements.

Role of Children

- Actively engage in intensive interventions.
- Recognise personal achievements.
- Share concerns with staff.
- Continue to engage in school life.

Role of Parents

- Collaborate closely with the school on creating and implementing highly specialised interventions
- Continue to communicate with the school.
- Take an active role in the multi-agency effort.

Role of External Agencies

- Offer specialised assessments and services for students with complex needs.
- Provide training and consultation.
- Take an active part in the multi-agency effort with the school and other external partners.

