

Monday 7th September 2026

Dear Parents/Carers,

Health and Attendance

At Botley School we know that regular attendance at school is directly linked to achieving good progress and attainment. We have an overriding duty to ensure all our pupils attend school regularly throughout the year. However, balancing our duties to ensure our pupils attend school regularly and our understanding of the genuine levels of illness is always challenging. Our first and foremost concern is always for the safety, health and well-being of our pupils.

Attendance and learning

The table below demonstrates the link between attendance and the number of lessons missed each academic year in school. Missing lessons can create gaps in a child's knowledge which can impact on future learning.

Attendance Description	Attendance Percentages	Number of learning days missed	Number of individual lessons missed
Perfect attendance	100%	0	0
Excellent attendance	97% - 99% attendance	6 days	30 lessons
Good Attendance	95% - 96% attendance	9 days	45 lessons
Concerning Attendance	Less than 95% attendance	Over 10 days	Over 48 lessons
Persistent Absenteeism	Less than 90% attendance	Over 19 days	Over 95 lessons
	Less than 80% attendance	Over 38 days	Over 190 lessons
	Less than 70% attendance	Over 57 days	Over 285 lessons
	Less than 60% attendance	Over 76 days	Over 380 Lessons
Severe Absenteeism	Less than 50% attendance	Over 95 days	Over 475 lessons

Attendance procedures

If your child is not well enough for school, please remember to telephone or email the school office as soon as possible to let us know. This includes Nursery children who are absent. It takes a huge amount of staff time to call the parents and carers of every child who is absent each day, so being informed will help us keep our pupils safe and our staff workload to a minimum. You can find our absence procedures on the school website:

[Attendance Procedures | Botley School](#)

Attendance monitoring

As part of our duty of care for our pupils, the school has a statutory duty to monitor and record absence levels for our pupils, and to alert parents if their child's attendance is at risk of falling, or has already fallen, below 90%. Under the Oxfordshire Local Authority Attendance procedures, all schools must send out communications to parents regarding attendance that is currently below 95%.

It is important that we complete this monitoring so we can ensure that our pupils are safe and well. Monitoring our pupils' attendance also helps us to spot any families that may need further support.

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*Inclusivity**Teamwork**Kindness**Respect**Resilience**Creativity*

As a result of our last round of monitoring at the end of the summer term 2025, some parents will receive an attendance letter from me if their child's attendance has dropped below 95% or 90%.

What to do if you are worried about your child's health and school attendance

If you are worried about your child's health and attendance, please do arrange to speak to myself or Shaeen Yasin as we will be happy to help in any way we can.

Attendance and Absence Requests

It is the policy of this school NOT to authorise absence for holidays during term-time. While advance permission can be given in exceptional circumstances, this is rare. Any such request should be addressed in writing by completing a request for absence form before the holiday is taken and you should not assume that permission will be granted. These forms are available from the school website or the school office.

Legal duty

If a term-time holiday is taken without permission, absences will be recorded as unauthorised and a referral may be made to the County Attendance Team. This may result in the issue of an Education Penalty Notice under section 444A Education Act 1996 in respect of each absent child, to each parent/carer. The current penalty is £80 per parent per child, rising to £160 per parent per child if not paid within 21 days.

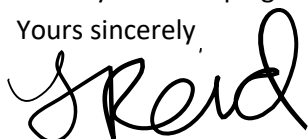
Penalty notices are intended as an alternative to prosecution. If the penalty is not paid in full within 28 days, the usual consequence is a Magistrates' Court prosecution for the underlying section 444(1) Education Act 1996 offence of failure to secure regular school attendance. If there are 2 further instances of unauthorised absence that occur despite a penalty notice having previously been issued, or if the child's attendance is a wider matter of concern, the local authority will begin legal proceedings.

We have had feedback from parents that this wording can seem intimidating and whilst we understand this feedback, it is not our intention. Our intention is to ensure our families are fully informed about the legal processes the school and the local authority must abide by under the statutory government attendance guidance of 2024, and to work with parents in ensuring pupils are attending school regularly, thereby accessing a high standard of education and achieving good outcomes as a result.

For more information on our school attendance policy and procedures, please visit our [Attendance Procedures page](#) on the school website, where you can also find a [Frequently Asked Questions](#) document, which I hope you will find useful.

Thank you for helping us to support our pupils' regular attendance in school.

Yours sincerely,



Mrs Jo Reid BA(hons) PGCE MA NPQH
Headteacher