



A Parent's Guide to Attendance at Knutsford Academy

Year 6 to Year 7 Transition – September 2026

Everyday Counts

Starting secondary school is an exciting milestone. Attending school every day helps your child settle quickly, build friendships, establish routines, and achieve their full potential.

At Knutsford Academy, excellent attendance is a key priority because we know there is a strong link between attendance and academic success. Missing lessons can quickly lead to gaps in learning that are difficult to catch up with.

Did you know?

- There are **190 school days** each year.
- There are **175 days** outside of school for holidays, appointments, and family time.

When should my child stay home?

Your child should attend school every day unless they are:

- Too ill to attend school.
- Experiencing an urgent and unavoidable family emergency.

If you're unsure whether your child is well enough for school, visit the NHS guidance:

www.nhs.uk/live-well/is-my-child-too-ill-for-school/

Reporting an Absence

If your child is absent, please contact the school **before 8.30am** and **on every day of the absence**.

Telephone: 01565 633294 (Press **2** for Year 7)

Please provide:

- Your child's full name and tutor group (if known).
- The reason for the absence.
- Your name and relationship with your child.

For safeguarding reasons, if we do not receive notification, we may contact you or carry out a home visit to ensure your child is safe.

How can I support good attendance?

You can help by:

- Booking medical and dental appointments outside school hours whenever possible.
- Ensuring your child attends school before or after unavoidable appointments.
- Encouraging attendance when they are well enough, even if they feel tired or anxious during the transition to secondary school.
- Avoiding holidays during term time. Leave is only authorised in exceptional circumstances.

Leave for Exceptional Circumstances

Requests for leave during term time must be submitted using the **Leave for Exceptional Circumstances** form at least **10 working days** before the planned absence.

Requests are considered individually. Unauthorised term-time absence may result in a **Fixed Penalty Notice** issued by the Local Authority.

[Knutsford Academy\Documents\Updated_-_Leave_for_Exceptional_Circumstances](#)

Working Together

By working together and establishing excellent attendance from the very start of Year 7, we can give your child the best possible start to their secondary school journey.

If you have any concerns about your child's attendance or wellbeing, please get in touch—we are here to support you every step of the way.

Your first point of contact is your child's **Form Tutor** or **Head of Year**.

If your child finds it difficult to attend school, please contact us early so we can help.

Mrs P McCornville

Attendance Officer

Email: pme@knutsfordacademy.org.uk

Mrs H Weigh

Assistant Headteacher (Attendance Lead)

Email: hwh@knutsfordacademy.org.uk