

Springfield Primary Academy

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Principal: Mrs T Storr



Care, Collaboration, Challenge

Thursday 17th September 2026

Dear Parents and Carers,

As we begin another busy term, I would like to thank you for your continued support in helping us maintain the high standards that ensure our school is a safe, positive and productive place for all children. We kindly ask for your support with the following important reminders.

Attendance Matters

Good attendance is vital for children's academic achievement, wellbeing and social development. Every day in school provides valuable learning opportunities that cannot always be replicated through catch-up work. Regular attendance helps children build confidence, maintain friendships and make the best possible progress. Please ensure that your child attends school every day unless they are genuinely unwell. If your child is absent, please notify the school office as early as possible on the day of absence.

Illness

We know that sometimes our pupils cannot come to school because they unwell. Medical advice is clear however that children with mild illness will often be well enough to attend - for example if they have a cough, or cold, without a temperature. The NHS guidance <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/> is designed to support parents in their decision making about mild illness.



Should I keep my child off school?

Yes

Until...

Chickenpox	at least 5 days from the onset of the rash and until all blisters have crusted over
Diarrhoea and Vomiting	48 hours after their last episode
Cold and Flu-like illness (including COVID-19)	they no longer have a high temperature and feel well enough to attend. Follow the national guidance if they've tested positive for COVID-19.
Impetigo	their sores have crusted and healed, or 48 hours after they started antibiotics
Measles	4 days after the rash first appeared
Mumps	5 days after the swelling started
Scabies	they've had their first treatment
Scarlet Fever	24 hours after they started taking antibiotics
Whooping Cough	48 hours after they started taking antibiotics

No

but make sure you let their school or nursery know about...

Hand, foot and mouth	Glandular fever
Head lice	Tonsillitis
Threadworms	Slapped cheek



SCAN ME

Advice and guidance

To find out more, search for health protection in schools or scan the QR code or visit <https://qrco.de/minfnc>.

National Framework for Attendance Penalty Notices

This will include holidays and irregular attendance. Where a child is absent and it is believed they are not poorly, we are expected to carry out a home visit and see the child face to face.

It is therefore important to notify school every day that your child is absent, providing a reason, and where appropriate evidence of medical appointments or prescribed medication.

Fines for missing school – *Please note a 3rd offence within a 3-year period will lead straight to prosecution*

First offence

The first time a penalty notice is issued for term time leave or low attendance will be:

£80 per parent per child if paid within 21 days

£160 per parent per child when paid within 28 days



Second offence

(within a 3 year period)

£160 per parent per child to be paid within 28 days



Third offence

(further offences within a 3 year period)

The 3rd time a penalty notice is issued the case will be presented straight to the Magistrates Court. Fines of up to £2500 per parent per child can be issued.

Cases found guilty in Magistrates Court can show up on parents future DBS certificates as a failure to safeguard a child's education.

Schools are required to request a fine when a child has missed 5 or more consecutive days or 10 sessions* (5 days) or more of school for unauthorised reasons in a 10-week period. Inset days are school days and can be included in the 5 or more consecutive days if there was intent to be absent.

Penalty notice fines will be issued to each parent (including step-parents), for each child who is absent from school without permission or good reason.

The school day is split into two sessions – one session counts as a morning or afternoon spent in school.

What YOU must do:

- Try to telephone the school before 8.30am each day of your child's absence.
- Tell the school in advance, of any medical appointments and bring in appointment cards/letters.
- If you are not sure whether your child is well enough to attend school, send them in anyway as they often perk up on arrival.
- Have a backup plan for if your child misses transport e.g. call on a family member, neighbour or friend.
- If you and your child are experiencing difficulties with school attendance then talk to us as a first step so we can help!

What WE will do:

- Check your child's attendance every day.
- Phone home to discuss your child's attendance with you.

- Invite you into school for attendance meetings to offer support if we are concerned.
- If we cannot establish a reason for absence, then we may make a welfare home visit.
- If we are informed siblings are ill together, we will make a welfare home visit.
- Inform parents half termly of their child's attendance % and, if required, write to parents or invite parents in to discuss working together to raise their child's attendance.

Please appreciate my office staff will be expected to ask more questions about absence and as a school we will phone or visit your home if needed. At present we have parents who do not ring school when their child is absent, and we will be more suspicious if siblings are off together. Please remember the staff are only doing their job and it is important we know where all our children are; their safety is always our highest priority.

School Uniform

We take pride in our school community and ask that all children wear the correct school uniform each day. Wearing the correct uniform helps promote a sense of belonging and ensures consistency for all pupils.

Please check that your child comes to school wearing the appropriate uniform and footwear in line with our school expectations. Please see the school website <https://springfieldprimaryacademy.net/parent-information/uniform> for further information. Please note that all footwear should be **black**.

PE

For health and safety reasons, all children with long hair must have it tied back during PE lessons and sporting activities.

Please ensure that your child comes to school with a suitable hair tie on the days they have PE.

Children who wear earrings must either remove them independently before PE lessons or provide their own plasters/tape to cover them during PE activities. Staff are unable to remove earrings for children, and for safeguarding and hygiene reasons, the school cannot provide plasters specifically for this purpose.

Please ensure that your child has suitable plasters in school if they are required.

Collection Arrangements

The safety of our children is always our highest priority. If there is any change to your child's normal collection arrangements, it is essential that both the school office and your child's teacher are informed before the end of the school day. This helps us ensure that children are only released to authorised adults and avoids any confusion or delays at collection time. Please do not be offended if a member of staff is unable to release a child into your care at the end of the school day because they are unsure of your identity. We have a duty of care to ensure that every child leaves school with an authorised adult. We appreciate your understanding and cooperation in helping us keep all children safe.

Playground Safety Reminder

To help keep everyone safe at the beginning and end of the school day, please ensure that children do not ride bikes or scooters, or play with balls, on the playground during drop-off and pick-up times. With many families moving around the site, there is a risk of accidents and injuries.

We also ask that children do not play on the tyres near the KS1 playground, the trim trail, or any climbing equipment before or after school. Staff are not on duty to supervise these areas outside school hours, and use of the equipment at these times presents a health and safety risk.

We greatly appreciate your support in helping us maintain high standards and keep all children safe. By working together, we can ensure that every child has the best possible experience at school.

If you have any questions regarding any of the points above, please do not hesitate to contact the school office.

Many thanks,

T. Storr

Principal