



Tuesday 30th September 2025

Updates to Attendance procedures.

Dear Parents / Carers,

Re: Important Update to Attendance Procedures

Good attendance is essential to every child's education and wellbeing. At Valentine Primary School, we monitor attendance closely in line with our Attendance Policy and review our systems regularly to ensure fairness and safeguarding for all pupils.

Following our most recent review, we are introducing a new procedure with immediate effect:

Medical Evidence for Illness Around Leave Requests

Where a child is reported as sick on any day immediately before or after a requested or approved leave of absence, we will now require medical evidence (for example, a doctor's note or appointment slip) for the absence to be recorded as illness.

- If no evidence is provided, the absence will be recorded as unauthorised.
- If the illness continues into a second day, school staff will carry out a home welfare visit.
- If we are unable to complete this check, we may seek support from the Children's Resource Service in line with our safeguarding responsibilities.

This update ensures that absence procedures remain consistent and transparent, and that all families are treated fairly.

What You Need to Do

- Report absences promptly through the normal school procedure.
- Provide medical evidence for any sickness absence that falls directly before or after a leave of absence.
- Be aware that absences without evidence will be marked as unauthorised and may contribute towards penalty notices if attendance becomes a concern.

Thank you for working with us to keep attendance high and ensure children benefit from every learning opportunity. If you have any questions, please contact [Attendance Lead / School Office / SENCO].

Yours sincerely,

Mr T Benfield

Assistant Headteacher and SENCO

Ms C Lawrence

Attendance officer