



Peterchurch, Herefordshire, HR2 0SG | 01981 550231 | admin@fairfield.hereford.sch.uk | Head Teacher: Mr Paul Jennings

11th September 2026

Dear Parent/Carer,

Working Together to Support Attendance

As we begin a new school year, we would like to extend a very warm welcome to all our pupils and families, new and existing, and to say we are looking forward to a happy, successful and exciting year together. We know that parents and schools share the same goal: for children to be happy, feel they belong, achieve their potential and enjoy their education. Regular attendance is one of the most important factors in helping children succeed, and we look forward to working in partnership with you throughout the year.

As your child returns to school, we encourage you to talk positively about the opportunities ahead, help them establish good routines and celebrate the benefits that school brings every day.

At Fairfield, school starts at 8:45am and finishes at 3:25pm. There are staff on site from 8:00am but we kindly request that you do not drop children off before 8.15am as we cannot ensure there are staff available in case of an emergency.

Why Attendance Matters

Every day in school matters and good attendance helps children to:

- Achieve their academic potential.
- Develop friendships and a sense of belonging.
- Build confidence and resilience.
- Access clubs, trips and enrichment opportunities.
- Develop positive habits that support future success.

Our aspiration is for every pupil to achieve **100% attendance**, although we recognise that illness and exceptional circumstances can sometimes affect attendance.

What We Ask of Parents and Carers

- Ensure your child attends school every day they are well enough to do so.
- Ensure your child arrives on time and ready to learn.
- Maintain good bedtime and morning routines.
- Talk positively about school and take an interest in their child's learning.
- Arrange appointments outside school hours wherever possible.
- Avoid taking holidays during term time as they will not be unauthorised.



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- Contact us promptly if attendance becomes difficult for any reason.

Reporting Absence

If your child is too unwell to attend school, please:

- Contact the school using the attendance email address or phone number attendance@fairfield.hereford.sch.uk or 01981 551 006 before 8:45am each day of absence.
- Provide the reason for absence, students full name, form and year.
- Keep us updated if the absence continues.

For guidance on common illnesses, please visit the NHS website: **Is my child too ill for school?** <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

Many minor illnesses do not require children to stay at home and, where appropriate, we will support pupils in school if they feel unwell during the day.

The school is obliged to complete the DfE statutory sickness returns for pupils who have been absent due to illness for 15 days or more, whether consecutively or cumulatively.

Medical Appointments and Leave During Term Time

Please arrange routine medical and dental appointments outside school hours where possible. If this is not possible, your child should attend school before and after the appointment wherever they can.

Leave of absence during term time can only be authorised in **exceptional circumstances**. Any requests should be submitted in advance using the school's leave of absence process

<https://www.fairfield.hereford.sch.uk/attachments/download.asp?file=375&type=pdf>

Family holidays will not normally be authorised. If an absence request is not authorised, it will be classed as unauthorised. If 10 unauthorised sessions are accrued during the year this will trigger a penalty. 10 sessions equal 5 school days and do not have to be missed consecutively.

If your child misses 15 days due to illness, then we as a school must submit to Herefordshire Council a mandatory notification.

If a student's attendance is below 90%, without any valid reason, they will be exempt from school trips and in Year 11, their prom.



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How We Will Support Families

We understand that attendance can sometimes be affected by health, wellbeing, SEND needs, family circumstances or other challenges.

If attendance becomes a concern, our approach will always be to:

- Listen and understand any barriers.
- Work together with pupils and families.
- Put support in place where needed.
- Seek additional help from relevant services when appropriate.

Please contact us as early as possible if you are experiencing difficulties. Early discussions often help prevent concerns from becoming more significant.

Important Information

Please ensure you have read:

- The school's Attendance Policy: www.fairfield.hereford.sch.uk/site/data/files/users/70D49BC30F84EA72C38F1E32CDC3D279.pdf
- School start and finish times: 8:45am - 3:25pm
- Term dates and INSET days: www.fairfield.hereford.sch.uk/page/?title=Term+Dates&pid=131
- Procedures for reporting absence -

www.fairfield.hereford.sch.uk/attachments/download.asp?file=375&type=pdf

Working Together

Thank you for your continued support. By working together, we can help every child attend regularly, enjoy school and make the most of the opportunities available to them.

If you have any concerns about your child's attendance or wellbeing, please contact **Natasha Lloyd** on **01981 551 006**.

We wish all pupils a successful and enjoyable year ahead.

Yours faithfully

Dan Kelly
Deputy Head Teacher
Attendance Lead: Natasha Lloyd
Telephone: 01981 551 006

Email: attendance@fairfield.hereford.sch.uk