



11 September 2026

Dear Parents/Carers

RE: Regular School Attendance

At Rooks Heath, we believe that regular school attendance is fundamental to both the academic success and overall wellbeing of our pupils. This letter serves as a reminder of our attendance expectations and the procedures that help ensure every child receives the full benefit of their education.

Why Regular Attendance Matters

Attending school consistently enables pupils to:

- Fully engage with their learning and make strong academic progress
- Develop valuable social skills through positive interactions with peers and staff
- Build confidence within a supportive and inclusive environment
- Establish routines, resilience, and personal responsibility that will support future success

Attendance Support

We recognise that some pupils and families may experience circumstances that affect attendance. Our Attendance Team is committed to working collaboratively with families to identify and overcome barriers to regular attendance. If you require support, please contact your child's Head of Year.

Acceptable Reasons for Absence

We understand that some absences are unavoidable. These may include:

- **Illness:** Where your child is unwell and is unable to attend school. Guidance on common illnesses can be found on the NHS website: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>
- **Medical Appointments:** Where appointments cannot reasonably be arranged outside school hours. Evidence of the appointment, such as a letter, text message, or appointment card, must be provided.
- **Exceptional Circumstances:** Including family emergencies or unforeseen situations. Please contact the school as soon as possible to discuss individual circumstances.





Reporting unplanned absences

If your child is unexpectedly absent, please:

1. Contact the school before **9:00am** on each day of absence by emailing **attendance@rooksheath.harrow.sch.uk** or calling **0208 422 4675** (press option 1) and leaving a message.
2. Provide your child's full name, tutor group, and the specific reason for the absence. Please note that general descriptions such as "unwell" or "ill" are insufficient without further information regarding the nature of the illness your child will be marked as an unauthorised absence.

Medical Appointments and Early Collection

For medical appointments or requests for early leave, such as dentist or interviews, please notify the Attendance Team at least **24 hours in advance** by telephone or email. Supporting evidence will be required.

Please note the following:

- **All** pupils must be collected by a responsible adult.
- If your child brings a mobile phone to school and is being collected early, it must be handed in at Reception before tutor time by the student.
- Pupils should be aware of the time they need to report to Reception, as staff are unable to collect students from lessons.

While we will always make every effort to accommodate emergency appointments, this may depend on staffing capacity and operational requirements.

Term-Time Holidays

Family holidays during term time will not normally be authorised, as they disrupt learning and lead to missed educational opportunities. In exceptional circumstances, requests for extended leave must be submitted to the Attendance Team well in advance. Each application will be considered on its individual merits, and authorisation will only be granted where the circumstances are deemed exceptional and the leave is considered to be in the pupil's best interests.





Unauthorised Absences and Penalty Notices

The school may request that a Fixed Penalty Notice is issued when a student has unauthorised absences. This may occur when a student reaches 10 unauthorised absence sessions, which equals 5 full days of school.

Current charges are:

- **£80 per parent, per child**, if paid within 21 days
- **£160 per parent, per child**, if paid within 28 days
- A second offence will result in a **£160 penalty per parent**, with no reduced payment option available

Working Together

We appreciate that this letter contains a considerable amount of information. However, maintaining high levels of attendance is a shared responsibility, and clear communication helps ensure that all pupils are able to benefit fully from their education.

Thank you for your continued support and partnership in promoting excellent attendance.

Yours sincerely,

Mr S Ahmed
Deputy Headteacher, Pastoral

