PRIESTMEAD PRIMARY SCHOOL
Moving Onwards and Upwards Together
A part of The Pegasus Partnership Trust

CEO: Sash Hamidi
Executive Headteacher: Amy Creamer
Deputy Headteacher: Andrea Callender
Assistant Headteacher & SENDCO: Aliya Boghani-Shah
Assistant Headteacher & DSL: Sachin Patel
Assistant Headteacher: Alamin Miah
Head of Estates and IT: Mark Alwyn

7th September 2026

NURSERY ATTENDANCE LETTER

Dear Nursery Parents/Carers,

This is an important update on school attendance for the 2026/27 academic year.

The DfE is introducing new measures to improve attendance, including tackling persistent absence. Parents are urged to support their children in returning to school regularly. More information can be found here.

At Priestmead, we work with parents and the Local Authority to achieve high attendance. Thank you to the majority who ensure their children attend consistently. We expects 97%+ attendance for all pupils.

If attendance falls below 93% without a valid reason, our monitoring process will begin (see Appendix A).

What reasons does the school ACCEPT for absence	What is an UNACCEPTABLE reason for absence?
• Genuine illness • Urgent medical/dental appointments (proof required) • School entry exams or interviews • One day of religious observance (LA guidance) • Family bereavement (overseas travel requires prior permission)	• Tiredness • Day trips or holidays in the UK or abroad • Birthdays • Visiting relatives abroad • Collecting relatives from an airport • Shopping • Childcare issues • Parent illness • Parent/carer is away or has an appointment

We have a waiting list for the Nursery. Therefore, please note that if your child is absent for a period of 10 school days without adequate explanation, for which you cannot provide documentation, they may lose their place at our Nursery.

If in urgent and exceptional circumstances, you need to request leave permission for your child. Please complete a leave of absence request form (available through the school office). The school has the right to refuse your request for leave of absence having given consideration to:

- The reason for the request
- The overall attendance pattern of your child

Please note that taking your child our of Nursery has a detrimental impact on them as they may have to go through the settling-in process again. If permission is not granted, any unauthorised absence could result in your child losing their place in Nursery.

Thank you for your support and ensuring your child regularly attends Nursery.

Yours sincerely,

Mrs Creamer
Associate Headteacher

APPENDIX A

Attendance Monitoring Process – Nursery

The school attendance officer will log instances of absence and lateness and discuss weekly with the Designated Safeguarding Lead (DSL) and Attendance Lead. Where absence and lateness persist, the following with be initiated:

Stage 1: Where there are concerns about attendance and punctuality the attendance officer will make verbal contact with you to discuss your child's absence and punctuality.

Stage 2: If the concerns persist the school will write to the parents/carers or arrange a meeting.

- **Attendance**

1. Persistent Absence Letter of Concern for attendance between 90 – 93%
2. Persistent Absence Second Warning Letter & Medical Verification Letter for attendance below 90%
3. Meeting with Deputy Headteacher to discuss concerns
4. Persistent Absence Third Warning Letter, continued attendance below 90%

- **Punctuality**

1. Persistent Lateness – Letter of Concern for 3 or more lates
2. Persistent Lateness – Second warning letter for continued lateness

Stage 3: If the concerns persist your child may lose their place at our Nursery.