



Goodmayes Lane, Ilford, Essex IG3 9PX Tel: 020 8599 2263

Email: Office@mayespark.redbridge.sch.uk Web: www.mayesparkprimaryschool.org.uk

Head teacher: Ms E Davies

Monday 13 April 2026

School attendance

Dear Families,

I hope you had a wonderful Easter break and that you and your children are looking forward to Summer Term.

At the beginning of this new term, I am writing to you to share a concern that the teaching team and I have around children’s attendance at Mayespark. Last term, I noticed a huge dip in our school attendance, with many children having frequent absences for minor illnesses and time off for holidays, and this in turn has impacted upon the children’s learning. Last term, children with poor attendance made very slow progress in their academic studies; many have fallen behind where we would expect them to be at this point in the year, and many are not on track to pass their end of year exams.

Poor school attendance can have a lifelong impact on children’s attainment and success. Children who have 95 - 100% attendance throughout primary and secondary school are twice as likely to pass their GCSEs in English and Maths, than those with 90 - 95%. Poor attendance also has an impact on children’s mental health and wellbeing, as children with attendance below 95% are four times more likely to develop an issue with their mental health.

To improve attendance, **I want to encourage parents and carers to send their children to school when they are experiencing minor illnesses and to only keep them at home in exceptional circumstances.** The current NHS guidance can be found here (<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>) and I have summarised it below:

Can attend school	May be able to attend school	Should not attend school
Headache Toothache Earache Stomach ache Cold Cough Sore throat Anxiety Conjunctivitis Headlice	Hand, foot and mouth Tonsillitis Flu Rash	High temperature (> 38 degrees) Diarrhoea and vomiting Scabies Impetigo Measles Chicken pox Scarlett fever Mumps Whooping cough

I understand that sending your child to school when they are feeling a bit unwell can be worrying for parents, so I have asked **Mrs Cutler and Mrs Oshinaike to be available at the main office each morning.** If your child is experiencing a minor illness, please bring them to school and speak to either member of staff who will be happy to check in on them throughout the day to give you the reassurance that they are being looked after and supported.

If you are unsure whether your child can attend, the best thing to do is bring them to school so that they can be checked over. We will usually recommend that they **“try for an hour”** and see how they are - more often than not we find that children start feeling better once they see their friends and settle into their learning. Equally, if your child misses the morning but then feels better later on, please bring them in for their afternoon learning to reduce the amount of learning time they are missing.

Our medical team is also **happy to administer any medications**, including calpol, your child requires throughout the day to ensure that they are able to attend school. All medications must be bought in a clearly labelled container with instructions for use, and the prescription label if it has been prescribed by the GP or pharmacist. You will be asked to sign a consent form at reception to administer medication.

Non-urgent medical appointments and dental appointments should be taken outside of school hours. Only emergency treatment or hospital appointments will be authorised when accompanied by medical evidence – an appointment letter or text message. Parents should inform the school office in advance of any hospital appointments or emergency appointments by email. I would ask that parents refrain from turning up to school unannounced requesting to take their child out of school.

If you are experiencing any issues with attendance, please do reach out and make an appointment to speak with Mrs Oshinaike or a member of our leadership team. We are here to help!

Kind regards,

Mrs E Jones

Deputy Headteacher

