



Crispin School

Aspiration - Compassion - Excellence

11 February 2026

Dear Parents/Carers,

At Crispin, we greatly value the partnership between home and school and the positive difference this makes to students' wellbeing, progress and confidence. We are therefore writing to share an important update to how we will communicate with families about school attendance.

The Department for Education places a clear responsibility on schools to monitor and promote regular attendance. Good attendance is essential for learning, and even small amounts of missed time can quickly affect a child's progress, friendships and confidence in school. While we fully understand that absences sometimes occur for genuine reasons, we are required to ensure that students attend regularly, and we expect attendance to remain above 96% wherever possible.

To ensure fairness, clarity and early support, we will now be following a staged attendance process. The purpose of this approach is to identify concerns early, offer support to families, and prevent attendance from becoming a more serious issue.

If a student's attendance falls below 96%, the following stages will apply:

Stage 1 - Below 96%

You will receive a letter to make you aware that attendance has started to decline. This is an early notification so we can work together promptly. Please contact the school if you would like to discuss any concerns or if support may be helpful.

Stage 2 - 94%

If attendance continues to fall, a second letter will be sent, and attendance will be closely monitored over the next three weeks.

Stage 3 - Below 92%

A third letter will be issued. From this point, medical evidence will be required for further absences. Without appropriate evidence, absences may be recorded as unauthorised.

Stage 4 - 90%

You will be invited to attend a meeting with the school to discuss any difficulties your child may be experiencing and to agree supportive actions. We may also involve the Education Welfare Officer so that additional support can be put in place where needed.

Stage 5

A final letter will be sent. Families will be given 15 days to demonstrate improvement in attendance. If sufficient improvement is not seen, the school may need to request a penalty notice in line with statutory guidance.



Please be assured that these letters are not intended as criticism. Our aim is to maintain clear communication and to work together to support your child's education and wellbeing. Addressing attendance concerns early allows us to help students before learning is significantly affected.

Due to the number of communications sent, these letters are standardised and not individually tailored. We appreciate your understanding and cooperation in this matter.

Thank you for your continued support in ensuring every child attends regularly and is able to succeed at school.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Mr Cornwall', enclosed in a light grey rectangular border.

Mr Cornwall
Acting Headteacher