

Poltair School

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Dear Parents/Carers

As we progress further into the Autumn term and closer to the first half term of this academic year, we thought it would be beneficial to share some updates and information that highlight the opportunities for our learners to connect with friends and peers, engage in enriching experiences and make the most of their learning journey. As always, we are grateful for your continued support and partnership in ensuring the success and well-being of your child. Together, we can make this year an exciting journey of growth, learning, and achievement.

At Poltair, we recognise the importance of regular and punctual school attendance. We routinely monitor attendance to ensure that all learners understand the importance of being in school every day and that they feel supported to develop excellent habits to achieve this.

Positive attendance at school is not just important for academic progress. It is also important for social interaction with friends and peers as well as mental and physical wellbeing. Being in school also offers the opportunity to participate in clubs and try new activities.

We do understand that at times, learners are unwell, and absence is unavoidable. In this case, we ask that parents/carers contact the school with a reason for absence for each and every day that their child is not in school. In addition, we know that from time to time, some learners can struggle to attend school. At Poltair, we pride ourselves on our pastoral care and we will do all we can to remove any barriers that learners may have which stops them attending daily, whilst ensuring they feel fully supported. If you feel we could do anything more to support your child, please contact us.

Seasonal Reminder

As we move into the second half of the autumn term, we are likely to see rises in the usual coughs, colds, sore throats and minor ailments. You **do not** need to keep your child at home if they experience these symptoms or any minor ailments. If learners are unwell in the morning but start to feel better, we would encourage them to return to school the same day. Useful information and advice from the NHS around whether a child is too ill to attend school can be found here [Is my child too ill for school? - NHS](#)

Medical Appointments

We kindly ask that medical appointments are scheduled outside of school hours whenever possible. If an appointment must take place during the school day, we expect learners to attend school before and/or after the appointment. Please note that we are generally unable to authorise absence for an entire day for routine appointments such as dental check-ups, GP visits, or optician appointments. Your support in ensuring minimal disruption to learning is greatly appreciated.

Punctuality

Arriving on time is essential for learners to start their day with focus and confidence. Even small amounts of missed time—just a few minutes each morning—can quickly add up, leading to lost opportunities for connection, settling in, and engaging with early learning activities. Punctuality helps create a consistent routine, supports wellbeing, and ensures learners are fully present for the valuable moments that shape their progress and sense of belonging.

To ensure that all learners arrive promptly for an 8:45am start, the school gate will be closed at 8:40am each morning. All learners who arrive between 8:45am and 9:00am, must sign in via the West Gate when they arrive and their attendance will be coded as 'L' (Late). If a learner is significantly late (after 9:15am), they must enter via Reception - their attendance will be coded as 'U' (Unauthorised), which affects their attendance negatively.

We look forward to working alongside you to provide the best possible experience for your child and help them thrive both academically and personally. Being in school and having the best attendance possible underpins all the many benefits of school for your child, in addition to their learning, being in school every day benefits their wellbeing and wider development.

Thank you for your continued support,

Yours sincerely



Heidi Spurgeon
Assistant Headteacher