

9 September 2025

Dear Parent/Carer

Attendance

As we begin our new academic year, I wanted to remind you of some important messages concerning attendance.

Why attendance matters:

Consistent school attendance allows your child to:

- Fully engage in learning and make the very best academic progress
- Develop critical social skills by interacting with their friends and teachers
- Grow in confidence in a supportive and nurturing school environment
- Build a sense of routine and responsibility, essential for future success

Acceptable reasons for absence

We recognise that there are circumstances where absence cannot be avoided. Acceptable reasons for being absent from school include:

- Illness: when your child is unwell and unable to attend school the [NHS 'Is my child too ill for school?'](#) guidance has further information that we hope will be of help.
- Medical appointments: if your child has a medical appointment that cannot be scheduled outside school hours, please notify us in advance. We ask that any appointments are made in the afternoon in order to minimise the amount of school time missed.
- Religious observance: we respect the diverse cultural and religious backgrounds of our students. If your child needs to be absent for religious observance. Please let our attendance intervention manager know in advance.
- If you are collecting your child for a medical appointment or other authorised reason, please do so in person at the main reception. We cannot allow a student to leave site during the school day without the parent/carer being present to collect, and with advance notice.

How to report unplanned absences

Should your child be too ill to attend school, a message should be sent to attendance@springfield.uk.net by 8am on the day of absence with the reason fully explained. Alternatively, an absence can be reported by calling the school on 02392 711808.

- **Students must attend school each day and on time.**
- The school day starts at 8.35am when students are expected to be in their tutor rooms.
- Persistent lateness to school may result in the issue of a fixed penalty notice.
- Please contact the school for each day of absence where an illness continues for more than one day.
- In the event that your child is absent from school and we have not been informed of the reason, our attendance team may visit your child at home to check their welfare.

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THE
 DE CURCI TRUST

The De Curci Trust is a charitable company limited by guarantee registered in England and Wales with company number 10646541. Its registered office address is Springfield School, Central Road, Portsmouth, PO6 1QY, United Kingdom.

Trustees: C Batstone, H Bement, R Clewley, A Cufley, A Gannon, S Hamilton, A Kent, S Spivey
Chief Executive Officer: Ms S F Spivey BSc MA

Sanctions for unauthorised absence

Where a student struggles with their attendance, we will always aim to support and remove any barriers that are preventing them from attending. However, where there is dis-engagement or we see no improvement from any agreed plan we may need to consider escalating our concerns with the attendance team at Portsmouth City Council and they may consider a fixed penalty notice or prosecution for non-attendance at school. Here are some key points:

- The school is obliged to refer unauthorised absence to the Portsmouth School Attendance Team for consideration of a fixed penalty notice. If issued, you will need to pay this directly to the local authority – £80 within 21 days, or £160 within 28 days.
- The decision as to whether a fine is issued will take into account if the national threshold has been met – namely 10 sessions of unauthorised absence in a rolling period of 10 school weeks – as well as other factors.
- Full details of the fixed penalty notice procedures are [detailed here](#).

The full attendance policy and information regarding fixed penalty notices are available to read in the attendance section of our [school website](#). In addition, the government guidance for schools on attendance is [available here](#).

If you have concerns regarding your child attending school, early intervention is most important. Please contact your child's Tutor, Head of achievement or our Attendance Intervention Manager as quickly as possible. Contact details and further information are available on our Attendance Leaflet [linked here](#).

Yours faithfully

A handwritten signature in black ink, appearing to read 'P Brimacombe', written over a horizontal line.

Mr Brimacombe
Deputy Headteacher