

November 2025

Dear Families,

Winter Attendance

As we move into the colder months, we often see an increase in seasonal illnesses such as colds, coughs, and flu. At Dixons McMillan, we want to work together to keep our students healthy and learning every day. Below are some simple steps that make a big difference:

1. Hand Hygiene: Encourage regular handwashing with soap and warm water, especially before eating and after using the toilet. This is one of the most effective ways to stop germs spreading.

2. Catch It, Bin It, Kill It: Remind your child to cover their mouth and nose with a tissue or their elbow when coughing or sneezing, and to dispose of tissues immediately.

3. Keep Warm and Eat Well: Ensure your child is dressed appropriately for the weather and eats a balanced diet rich in fruit and vegetables to support their immune system.

4. Attendance Matters: Mild symptoms such as a slight cough or cold should not prevent attendance. Being in school every day helps students maintain routines, continue learning, and stay connected with friends. If your child feels unwell during the day, we have a school nurse on site who can check in and provide support. This helps us make informed decisions and avoid unnecessary absences while ensuring your child's wellbeing.

5. Reporting Absences: If your child cannot attend due to illness or a medical appointment, please notify us on every day of absence. Please provide evidence such as appointment cards or medical notes so we can record attendance accurately.

6. Flu Vaccinations

The NHS recommends flu vaccinations for eligible children. If your child is eligible, please contact your GP to arrange this.

7. Supporting Good Attendance – Tips and Advice

We understand challenges can arise, so here are some practical ways to help:

- **Plan ahead:** Book medical and dental appointments outside school hours where possible.
- **Morning routines:** Prepare clothes, bags, and lunches the night before to avoid lateness.
- **Sleep matters:** Ensure your child gets enough rest to feel ready for school.
- **Talk to us early:** If your child is worried about school or struggling, let us know so we can help.
- **Celebrate success and build intrinsic motivation:** Praise your child for their effort and commitment to learning, not just for being present. Help them understand how good attendance supports their goals, friendships, and future opportunities.

8. Attendance Expectations

The Department for Education expects all children to attend regularly and aim for 96% or higher. The Department for Education has set out the following bandings to rate student attendance:

- **Green (Good):** 96–100%
- **Amber (Concern):** 91–95%
- **Red (Persistent Absence):** 90% and below

Persistent absence impacts learning and wellbeing and may lead to fines or legal action. We work closely with families to avoid this through early support and intervention.

Thank you for working with us to ensure every child attends every day. Together, we can keep learning strong this winter. Let's make every day unmissable!

Yours faithfully,



Salma Sharif
Associate Senior Leader - Attendance

