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Friday 9th January, 2026.

Dear parents/carers,

We want to take a moment to thank you for your continued support in ensuring your child's education remains a top priority. We would like to remind you of the importance of regular school attendance. All students have a minimum attendance target of 96%+ and we would like to congratulate all parents who do ensure their children get to school each day and on time. We now need to work together to excel even further by exceeding our target of 96%.

Currently our attendance is: 94.5%

We think it is very important that all our pupils benefit from 190 days of learning to ensure they make progress and achieve the results they should. If a school can improve its attendance by 1%, this can result in a 5-6% improvement in attainment.



Punctuality and Attendance

We are writing to all children's families to emphasise the importance of being in school on time. Supervision is provided from 8.45am and school starts at 9.00 a.m. promptly every day. Children who arrive late are greatly disadvantaged because they miss starting the day with their peers and the beginning of lessons. Phonics sessions begin at 9.05am

It is also very important that children establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that they need to develop whilst they are young. It is essential that you ensure that your child arrives at school on time to prevent disruption to your child's own learning and that of others.

We will continue to focus on this area with children through class work and school assemblies. This will include whole school incentives, for example, classes will be awarded attendance of the week during Celebrations Assembly, where they will have an additional play on a Friday afternoon.

We are required to monitor children's punctuality and attendance. On-going lateness (after the class register has been taken) is classified as an unauthorised absence. High levels of unauthorised absences or poor punctuality can result in a referral to the Educational Welfare Service or other agencies which have a duty to investigate further and could result in legal action being taken against you. If you are experiencing difficulties with punctuality and would like to talk to us about it, please

make an appointment to do so. Please keep in mind that Breakfast Club is available to children from 8.00a.m. every day.



Attendance facts and figures

Here are some of the ways in which you can help our school achieve excellent attendance:

- Aim for your child to have 100% attendance.
- Ensure requests are made before bookings are confirmed in advance, even if you feel you have exceptional circumstances for your child to be absent during term time, permission may not be given and the Head Teacher's decision is final. Forms are available in the school office.
- We expect pupils to arrive at school on time.
- We do not expect pupils to come to school when they are sick, but parents of children with regular sickness absence will be expected to provide us with medical evidence before we authorise further absences.
- Please avoid medical and dental appointments during school time;
- If you or your child are having difficulties and these impact on attendance, please make an appointment with Mrs Layzell in the school office to discuss additional support.

Thank you for your co-operation and ongoing support.

Kindest regards,

Mrs K Moore.

