Attendance Newsletter - October 2026

EVERY DAY MATTERS!

At **Holy Family Catholic Primary School**, we know that good attendance gives children the very best chance of success. Every lesson, every day and every minute in school counts.



Regular attendance helps children to:

- Achieve their full academic potential
- Build strong friendships
- Develop confidence and independence
- Access enrichment opportunities
- Establish positive habits that will benefit them throughout life

Our attendance target remains **96% or above** for every child, with **100% attendance being our aspirational goal**.

Attendance So Far This Year……

Class	Attendance
Reception	92.31%
Year 1	95.08%
Year 2	94%
Year 3	91.77%
Year 4	95.16%
Year 5	93.6%
Year 6	91.71%

We would like to thank all families who have supported their child's attendance since the start of term. The class/classes with the best punctuality and attendance each half term will be rewarded with an extra playtime.

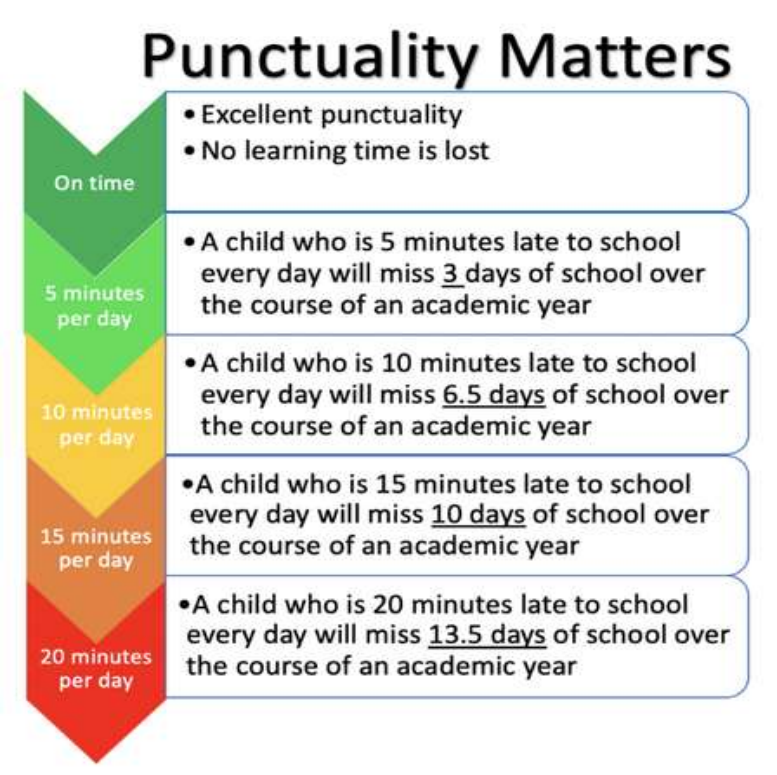
Whole School Class Attendance

Thank you to all families who have already achieved attendance above our target. Your support makes a huge difference to your child's learning and progress.

The school uses attendance thresholds to help identify concerns early and provide timely support:

- 97% and above: Expected attendance.
- 95% to 96.9%: Early monitoring and discussion where concerns arise.
- 90% to 94.9%: Additional support and Attendance Support Plan may be considered.
- Below 90%: Persistent Absence procedures and targeted intervention.
- Below 50%: Severe Absence procedures and multi-agency involvement.

Arriving on time matters……. A positive day starts with a punctual start……



School Timings

- Gates Open: **8:45am**
- Registration Begins: **8:50am**
- Gates close: **8.55am**
- Registers Close: **9:10am**

Please note that the school gates close promptly at 8:55am

Any child arriving at **8:56am or later** will receive a **late mark** in the register.

Children arriving after **9.10am** will receive a **Code U**, which is recorded as an unauthorised absence for the whole morning.

Even arriving a few minutes late can mean missing important learning, daily routines and key information that helps children settle successfully into the day. If late, children must be signed in by a parent/carer, not just dropped off at the office.

Top Tip……

Aim to arrive at **8:45am** to ensure a calm, positive start to the school day.

Is My Child Too Ill for School?

Many minor illnesses do not require children to stay at home. The NHS advises that children should normally attend school if they have:

- Mild cough, cold or sore throat (without a high temperature)
- Head lice or nits (once treatment has started)
- Conjunctivitis, if they are otherwise well
- Slapped cheek syndrome (once the rash appears)
- Threadworms (while treatment is being arranged)
- Hand, foot and mouth disease, provided they are well enough to attend

However, children should be kept off school if they:

- Have a **high temperature of 38°C or above**
- Have been **sick or had diarrhoea within the last 48 hours**
- Have **chickenpox** and spots have not yet crusted over
- Have **measles** and are within the exclusion period advised by a medical professional
- Have illnesses that require an exclusion period following medical advice

The NHS also reminds parents that avoiding school can sometimes make worries or anxieties about attendance worse. If your child is struggling with anxiety or worries about school, please speak to us as soon as possible so that we can work together to provide support.

For further information, parents can visit the NHS guidance: **"*Is my child too ill for school?*"** at: **https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/**

REPORTING YOUR CHILD'S ABSENCE:

If your child is too unwell to attend school, please:

- Contact the school on the first day of absence before **8.45am** using the school's agreed reporting procedure.
- Provide the child's name, class and the reason for absence.
- Maintain contact with the school for each subsequent day of absence unless otherwise agreed.
- Inform the school of the expected date of return where known.
- Provide any supporting evidence requested by the school.

Absence can be reported via:

- The School Office: **01704 213084**
- The School Attendance email: **attendance.hfp@schools.sefton.gov.uk**

- ❖ Keep us informed if the absence continues.

If we do not hear from you, we will contact you as part of our safeguarding procedures.

Let's Work Together…….

Excellent attendance and punctuality are among the greatest gifts we can give children. By ensuring children are in school every day and arrive on time, we help them to achieve, make friends, enjoy learning and develop positive habits for life.

Together, We Can Do It!

Attendance Support Contact

Mrs M Scott
Attendance Officer/PSA (Parental Support Advisor)