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|  | **Hoole Church of England Primary School**  Attendance & Punctuality Newsletter  February 2025 |
| **Punctuality Counts**  We open our school gates early to allow children time to chat and engage with their friends before school starts. Our pupils report that this helps them to feel calm and settled ready to enjoy the school day ahead. The gates are closed at 8.50am.  Learning starts as soon as pupils get into the classroom. In many classes, children work on activities to embed basic skills like spelling, mathematical fluency or handwriting whilst the morning register is taken. Our youngest learners have phonics group lessons at the start of the day. Arriving on time and having the chance to settle into the day supports children in feeling happy and confident in school.  Where children arrive after 9am, they receive a late mark (Code L) on the register. If they arrive after 9.20am, the U Code is recorded. The U code reduces the child’s overall attendance percentage. L and U Codes are reviewed on a daily and weekly basis to enable us to identify where support or intervention is required to improve punctuality.  We understand that mornings can be busy and tricky. We are always keen to work with families in any way to support children to arrive at school on time. For example, we have worked with parents/carers and children to develop bespoke morning checklists which help to ensure that pupils are engaged in getting ready for school efficiently and positively.  If you would like a chat to explore how we may assist you in ensuring your child arrives on time, please speak to Mrs Robertson (Learning Mentor) or Ms Williamson (Attendance Officer). | |
| **Attendance percentages for this year to date**  Our whole school attendance target is **97%**. This is ambitious but we are working hard towards this. Our whole school attendance percentage currently stands at **96.6%**. Every Monday, we check our progress against our target. We hope to have a visit from an ice cream van later in the year if we keep close to 97%!  Attendance figures for Year groups are as follows:   |  |  |  | | --- | --- | --- | | **Year Group** | **Attendance Percentage** | **Number of children with attendance above 95%** | | **Reception** | **97.0%** | **44** | | **Year 1** | **97.3%** | **45** | | **Year 2** | **96.7%** | **44** | | **Year 3** | **96.7%** | **45** | | **Year 4** | **97.2%** | **51** | | **Year 5** | **95.7%** | **45** | | **Year 6** | **96.0%** | **44** | | |
| **Golden Tickets – Congratulations**  Where a child is in school on time every day for a whole week, they have a golden ticket entered into a draw. We draw tickets every half term. If a child is absent during one week, they will still have golden tickets in the draw for the other weeks of the half term. The draw for the last half term will be made next Monday. We look forward to celebrating with the winners! | |

 25th February 2025

Dear Parents/Carers,

You will be aware that we are keen to ensure that all children maintain excellent records of punctuality and attendance.

**Please find enclosed your child’s registration certificate showing their attendance for this academic year to date.** Your child’s attendance percentage is highlighted for your information.

**A copy of our latest attendance newsletter is provided on the reverse of this letter.**

We appreciate that there are usually genuine reasons for a child being absent from school. Nationally, there has been increased focus over the last year on school attendance. You will appreciate that we are duty bound to work in accordance with the national directives.

School attendance which falls below 90% is highlighted as a cause for concern. Nationally, pupils with attendance below 90% are defined as being persistent absentees. Where attendance is below or around 90%, schools are duty bound to work with families to offer support any attendance related issues.

We are always available and happy to offer support with any punctuality or attendance issues. We monitor attendance on a daily and weekly basis. Where attendance or punctuality is a cause for concern, we will make contact with families to work together to address this.

If you require any advice or support to ensure that your child is able to attend school on time every day, please make contact with Ms Colette Williamson or Mrs Elaine Robertson. Ms Williamson is our school Attendance Officer and Mrs Robertson is our school Learning Mentor.

You may arrange to meet with Ms Williamson and/or Mrs Robertson via the school office or by emailing them directly.

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| Colette Williamson | [colettewilliamson@hooleceprimary.cheshire.sch.uk](mailto:colettewilliamson@hooleceprimary.cheshire.sch.uk) |
| Elaine Robertson | [elainerobertson@hooleceprimary.cheshire.sch.uk](mailto:elainerobertson@hooleceprimary.cheshire.sch.uk) |

Thank you for ensuring that your child attends school on time every day.

Yours sincerely,

R. Flanders

Headteacher

