Attendance Newsletter

TURN UP, LEVEL UP!

Welcome to Our Attendance Newsletter

Attendance Matters! As a school, we strive towards high attendance as we know and rave about the benefits of your child having high attendance in school. The evidence shows that children who attend school consistently:

- Achieve better learning outcomes
- Form stronger relationships with both their peers and teachers
- Are prepared for the next stage of their learning development.

At Hunsbury Park Primary School, we are very proud of the hard work and commitment shown by our families. It is important to remember that if children even miss a small amount of school, it can have a bigger impact than most people realise. As a school we prioritise attendance and have a team in school to support families in ensuring their children attend school.

MEET THE ATTENDANCE TEAM

Rosie Brocklehurst
Assistant Headteacher,
SENDCo, DSL and
Attendance Lead

Laura Hanrahan
The Nest Family Support Worker

Helen Webster
Family Support Worker

Hayley Rootes
Deputy Unit Lead

Shelbie Read
Deputy Unit Lead

THE SCHOOL DAY

The school opens its gates at 8.45am. Registration and learning begins at 9am. We advise that all children arrive at school at 8.45am so they have time to settle in and be ready for learning. Gates close at 9am.

Early Birds is a supported morning session held in the learning hub, offering a calm and gentle start to the school day for children who find the transition into school challenging. The session is staffed by members of our school team and runs at the same time as the normal school day.

If you think your child would benefit from this, please speak with a member of the attendance team who will be happy to help.

Breakfast club starts at 8am.

Thank you to all our families who strive to get their children into school on time. It does not go unnoticed.

Lates

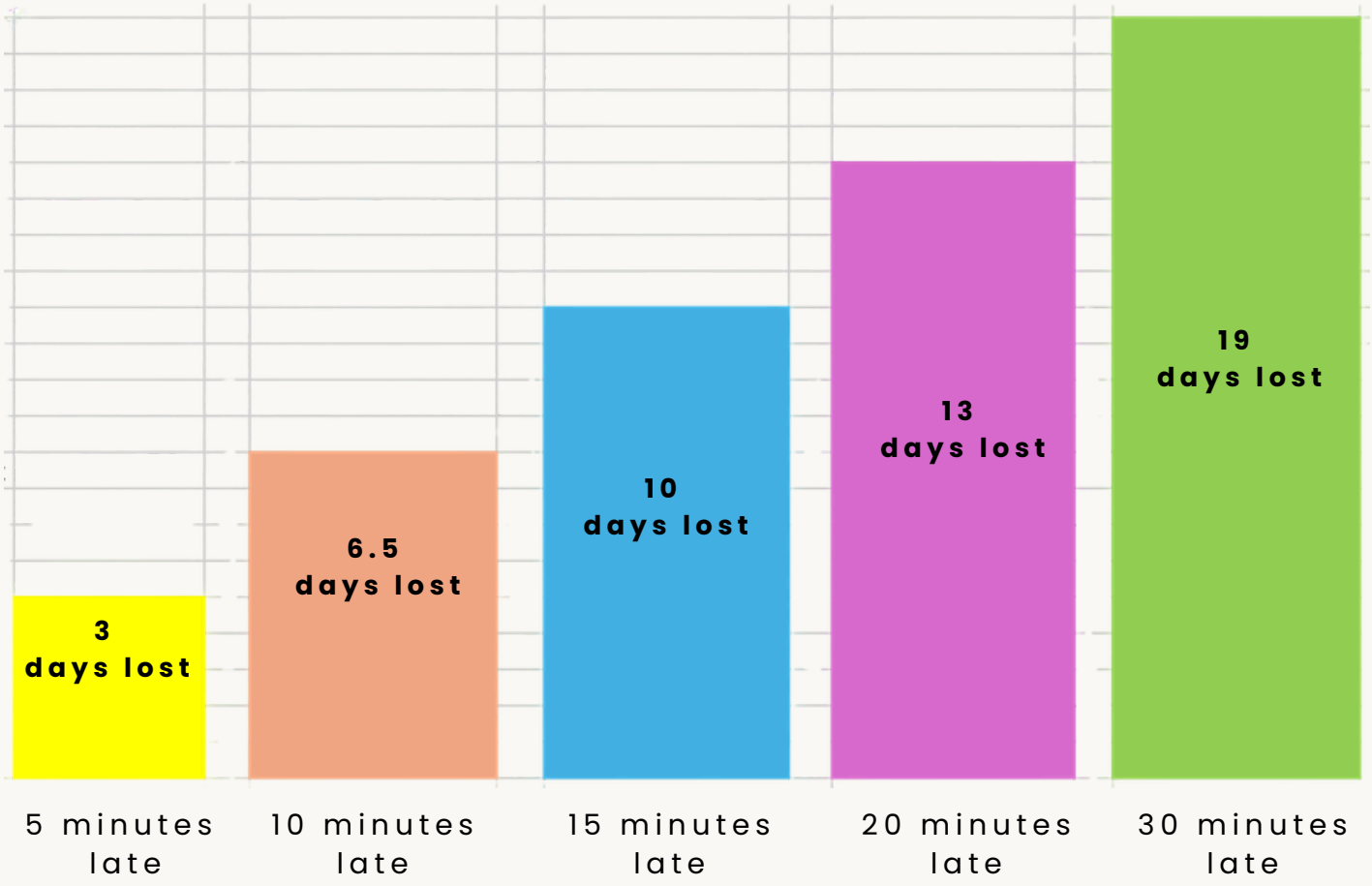
Getting your child to school on time every day is one of the simplest and most powerful things you can do to support their learning. A punctual start means your child settles in with their friends, catches every part of the morning routine, and begins the day feeling calm, confident, and ready to learn.

Every minute of the school day counts. When children arrive late, they don't just miss a few minutes of learning they miss the start of key learning that set the tone for the whole morning. Over time, those minutes add up fast.

We know it may not always be possible but we ask that you book any appointments outside of the school day such as dentists and doctors appointments.

LATENESS

This graph shows the amount of learning your child misses out on just from being late to school.



Over one academic year

96% - 100% attendance

Good attendance!

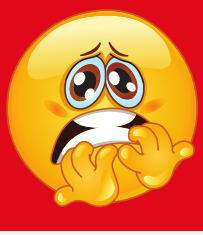
This gives your child the best chance for educational and future success!

90% - 95% attendance

Cause for concern!

This gives your child less chance of success and can create gaps in children's learning.

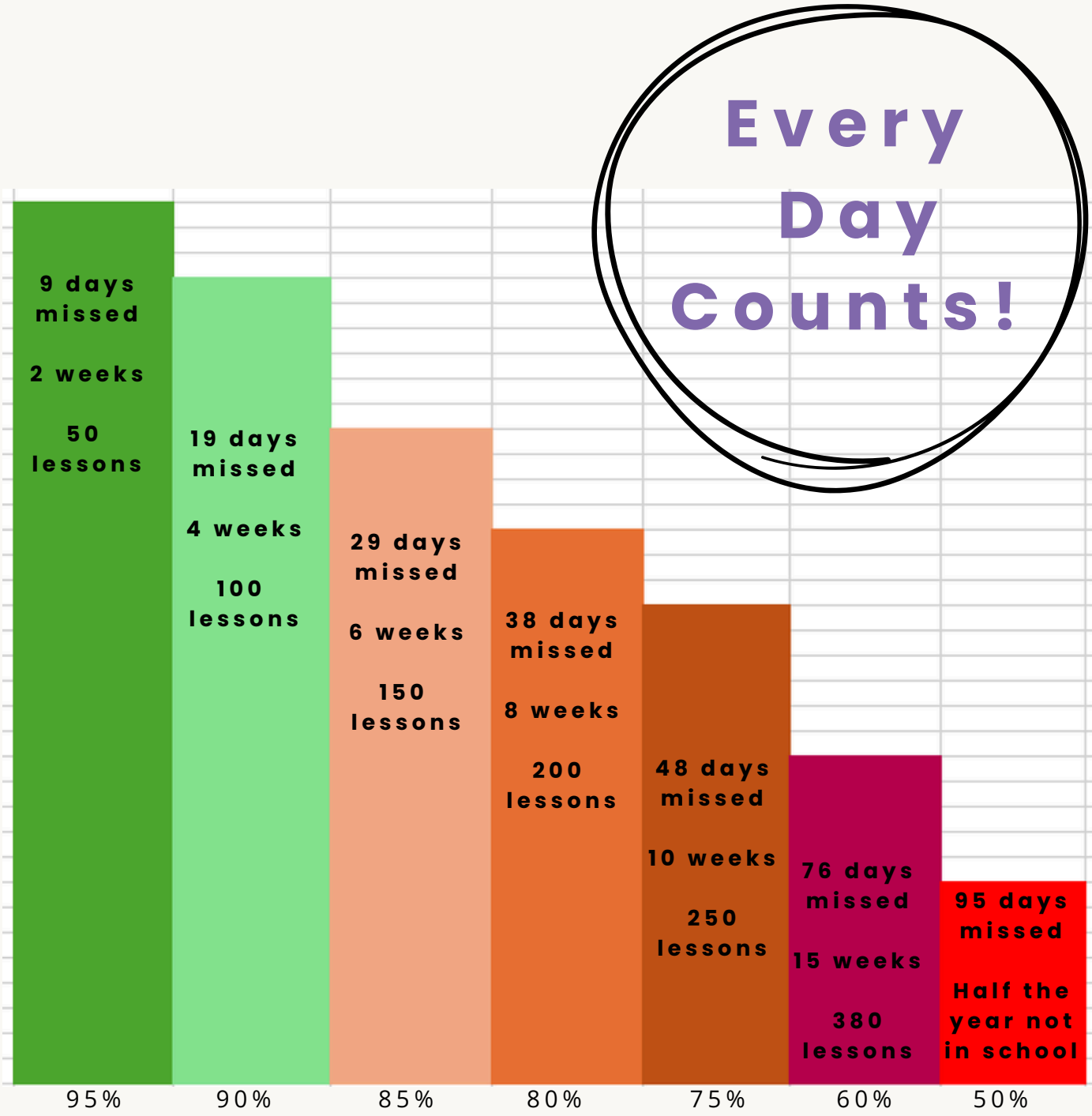
Below 89%



Poor Attendance!

This can have a detrimental impact on your child's academic achievement.

HOW MUCH LEARNING IS YOUR CHILD MISSING?



We understand that families may have barriers which prevent them from being able to bring their child into school on time or being able to bring them in at all. This is why we have a dedicated team focused on working with families to see if we can offer support to help remove any barriers. If you need any support please contact Miss Brocklehurst and she will be able to support you with any concerns or queries you may have. Alternatively, if you have a child who attends our specialist provision, contact Mrs Rootes.

CURRENT ATTENDANCE FOR THE ACADEMIC YEAR 2025/2026

Class	Attendance for the academic year 2025/26.	Class	Attendance for the academic year 2025/26.
Pichardo	93.40%	Ilori	92.77%
Goldsworthy	94.76%	Thomas	94.67%
Boyce	95.39%	Rainey	95.78%
Topping	96.36%	Holbein	94.83%
Shonibare	95.09%	Curran	90.77%

Class	Attendance for the academic year 2025/26.	Class	Attendance for the academic year 2025/26.
Wrens	95.48%	Buzzards	89.99%
Robins	90.20%	Eagles	94.39%
Barn Owls	96.86%	Kestrels	95.13%
Woodpeckers	89.31%	Kingfishers	96.62%
Falcons	95.39%	Starlings	91.98%

HOW TO REPORT AN ABSENCE

If your child is unwell and unable to attend school, please report their absence each morning **before 8:45am** by calling the school absence line on **01604 761566.** Please let us know the reason for their absence, and remember this needs to be done every day they are away from school.

This also applies to Nursery children, whether they attend morning sessions, afternoon sessions, or all day.

ACCORDING TO NHS GUIDANCE, YOUR CHILD DOES NOT NEED TO STAY AT HOME FOR:

• **Colds**: If your child has a cold but no temperature, they are usually well enough to attend school. Fresh air and being with friends can even help them feel better.

• **Mild stomach ache or headache**: These can often be managed with a drink of water. If your child is anxious about something, this can sometimes present as a tummy ache in the morning. Please do speak to us if you think this might be the case, we are here to help.

• **Feeling a little 'off' or tired**: Unless your child has a temperature or is unable to function, a slightly 'under the weather' feeling is not a reason to miss school.

• **Rashes**: Many rashes in children are not contagious. If your child has a rash, please contact us and we can advise. In most cases, once a GP has confirmed it is not infectious, your child can attend.

HOW CAN WE SUPPORT?

Breakfast club

One of the biggest barriers to good attendance is a difficult morning routine, and we know that early shifts and busy work schedules can make that even harder. Our breakfast club is here to help giving children a reliable, supported start to the day so that getting through the door feels that little bit easier for the whole family, whatever the morning looks like.

Early Birds

Our Early Birds session is designed for children who find the busy rush of the school gate tricky, offering a quieter, gentler start to the day in a calm and welcoming environment. By giving children a chance to settle in at their own pace, we hope to make coming to school something they look forward to, every single day.

Check ins with children

We understand that school can sometimes feel overwhelming, and children may find it hard to put into words why they don't want to come in. If your child has shared any worries with you, please don't hesitate to speak to their class teacher or a member of our attendance team together we can put the right support in place, whether that's a regular check-in, a friendly face at the door, or help resolving whatever is making school feel difficult.

We can help in a variety of ways, whether this be referrals to services further support in school, or just being a listening ear. Please get in contact with the team as we are here to help you as a family!

THE GRADUATED APPROACH FOR ATTENDANCE

Stage 1: 5 days/10 sessions missed

You will receive a **stage 1 letter** from the Head of School which informs you of your child's attendance.

If your child has missed 5 days or 10 sessions, our Family Support Worker will give you a **call**. This is simply an early check-in to make sure you have the **support** you need.

Stage 2: Further Absence

You will receive a **stage 2 letter** from the Head of School which informs you of your child's attendance and will inform you that you will be placed on a 5 week monitoring period.

You will receive a **call** from Miss Brocklehurst or Miss Read to discuss your child's attendance and again offer **support**.

We will expect to see 95% in that 5 week period.

Stage 3: Continued Absence

You will receive a **stage 3 letter** informing you that your child's attendance has not improved.
A **meeting** will be arranged with Miss Brocklehurst and Mrs Sinclair or Mrs Rootes to agree an **attendance contract** and **support plan**.

A **follow-up review** will then take place five weeks later to monitor progress and agree any next steps.

Stage 4: Continued Absence

You will receive a **stage 4 referral notice** from the school.

If your child's attendance has not improved, a **referral** to the **Local Authority** will be completed for the school attendance support officer **(SASO)** to advise on next steps and **support** for the family. This may include **fines**.

Turn Up, Level Up!

Attendance rewards at Hunsbury Park

RACE TO 100 - Weekly

Every child, every class, every day — Race to 100% starts now!

Each week, the class with the highest attendance will win the school attendance trophy, so every day really does count!

Race to 100 - Half Term Glory!

At the end of each half term, the winning class gets the ultimate reward, whether that's a movie and popcorn, a games afternoon, or a seasonal treat!

The Whole School Finish Line!

What's hiding in the boxes? Only one way to find out!

If our whole school attendance hits above 96% within the week, you will get to choose from one of three mystery prize boxes, the bigger the effort, the bigger the reward!

SAFEGUARDING

As a school, we have a statutory duty under the **Keeping Children Safe in Education** guidance to ensure the safety and wellbeing of every child in our care.

Attendance is a key part of this. When a child is not in school, we cannot see them, check on their welfare, or identify any concerns.

Monitoring attendance carefully is not just about learning, it is a fundamental part of how we **keep children safe**.

Contact with school and home visits

If your child is not in school, it is really important that you contact us as early as possible on the first day of absence. Here is what happens if we have not heard from you:

- Day 1: Our office team will call to find out the reason for absence. Please make sure your contact details are always up to date so we can reach you quickly.

- Day 5: If we have still not seen or heard from you, a home visit will be completed. This is standard practice for every child in our school and is not a cause for alarm, it is simply our way of making sure your child is safe.

Home visits will usually be carried out on Day 5. However, if we have concerns about a child's welfare, a home visit may be completed on day 3.

All home visits are carried out with care and without judgement. Our priority is always the safety and wellbeing of your child.

A CHILD'S RIGHT TO AN EDUCATION

Our first priority is always to work alongside families to help improve attendance, and we know that every situation is different. We take time to understand the individual circumstances behind a child's absence and will always try to offer the right support.

However, where continued absence remains a concern and engagement has not been possible, we have a duty to act.
The law is clear that every child has the right to an education, and where necessary, we will use the legal interventions available to us to ensure that right is protected.

If a child's attendance has shown no improvement, parents could be:

First offence

- £80 per parent, per child if paid within 21 days
- Rising to £160 per parent, per child if paid within 28 days
- Non-payment may result in referral to the Magistrates' Court

Second offence (within 3 years)

- £160 per parent, per child if paid within 28 days
- Non-payment may result in referral to the Magistrates' Court

Third offence and beyond (within 3 years)

- A Penalty Notice will not be issued at this stage
- The case may be referred directly to the Magistrates' Court
- If prosecuted under s444(1) of the Education Act 1996, fines of up to £1,000 may apply
- If prosecuted under s444(1)(a) of the Education Act 1996, fines of up to £2,500 and/or up to 3 months' imprisonment may apply