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Winnington Park Primary School Attendance Newsletter

Autumn 1 2026

Dear Parents and Carers,

Welcome to our half-termly attendance newsletter! Each half term, we will share attendance updates, celebrate the achievements of our pupils and provide helpful advice to support your child's attendance and punctuality.

At Winnington Park Primary School, we know that every child matters. Regular attendance helps children develop friendships, build confidence, enjoy new experiences and make progress in their learning.

Our Attendance Spotlight

Whole School Attendance Target	This Half Term's Attendance	Year Group With Highest Attendance This Half Term
97%	97.3%	Year 5 98.3%

Punctuality

Arriving at school on time helps children to start the day positively and make the most of every learning opportunity. Our school day begins promptly at 8.45am, after classroom doors open at 8.40am. Even being a few minutes late can mean missing important instructions, morning activities and valuable learning. It can also make it harder for children to settle into the classroom and feel ready to learn.

Did you know how quickly a few minutes can add up?

- **5 minutes late every day** = 25 minutes of learning lost each week!
- **10 minutes late every day** = 50 minutes of learning lost each week!
- **15 minutes late every day** = 1 hour and 15 minutes of learning lost each week!

Over a full school year, these missed minutes can add up to many hours of lost learning.

This half term, **94** children have been received a Late mark on the register at least once. We understand that mornings can sometimes be busy and unexpected things happen. However, we kindly ask all families to make every effort to ensure children arrive on time, ready to learn. Developing good punctuality habits now, helps children build routines that will benefit them throughout their education and beyond.

How can you help your child arrive on time?

- Get organised the night before. Pack school bags, prepare uniforms, check book bags and organise anything needed for the next day.
- Establish a consistent bedtime. A good night's sleep helps children wake up feeling refreshed and ready for school.
- Create a morning routine. Try to follow the same steps each morning, such as getting dressed, eating breakfast and brushing teeth.
- Set an alarm and allow extra time. Build in a little extra time for unexpected delays, forgotten items or busy mornings.
- Limit morning distractions. Encourage children to get ready before watching television, using tablets or playing.
- Work together as a family. Give children small responsibilities, such as putting on their shoes or checking they have their book bag, to help them develop independence.
- Celebrate success! Praise your child for being ready on time and help them understand why punctuality is important.

Term-Time Holidays

Parents are reminded that holidays during term time will not be authorised. Leave of absence requests should be submitted to the Headteacher in advance, and authorisation is only granted in exceptional circumstances. Unauthorised absence may result in a referral to the Local Authority for consideration of a Fixed Penalty Notice, in accordance with the applicable regulations and local code of conduct. Our school term dates are available on the school website.

Parent Attendance Reports

Your child's attendance report will be sent out via email at the end of each half term so you can be informed about your child's attendance and punctuality. If you have any questions regarding your child's report, please contact us.

If you have any queries regarding attendance, please don't hesitate to speak to myself or Mr Cole.

Have a lovely half term. We look forward to welcoming the children back to school on Tuesday 3rd November.

Yours sincerely,

Mrs Hall
(Attendance Leader)