



Attendance Newsletter

Every Day Matters

At Banks Road Primary School, we believe that excellent attendance and punctuality are essential foundations for success.

Children who attend school regularly are more likely to:

- Achieve well academically
- Build positive friendships
- Develop confidence and resilience
- Feel connected to school life
- Access support when they need it

Attendance is also an important part of safeguarding. Seeing children every day helps us ensure they are safe, happy and thriving.

Our aim is for every child to achieve the highest attendance possible, with **97% or above considered good attendance and 100% being our target.**

Every day matters because every child matters.

Arriving On Time

A positive day starts with a punctual start.

School Timings

 School gates open: **8:30am**

 Registration begins: **8:50am**

 Registers close: **9:20am**

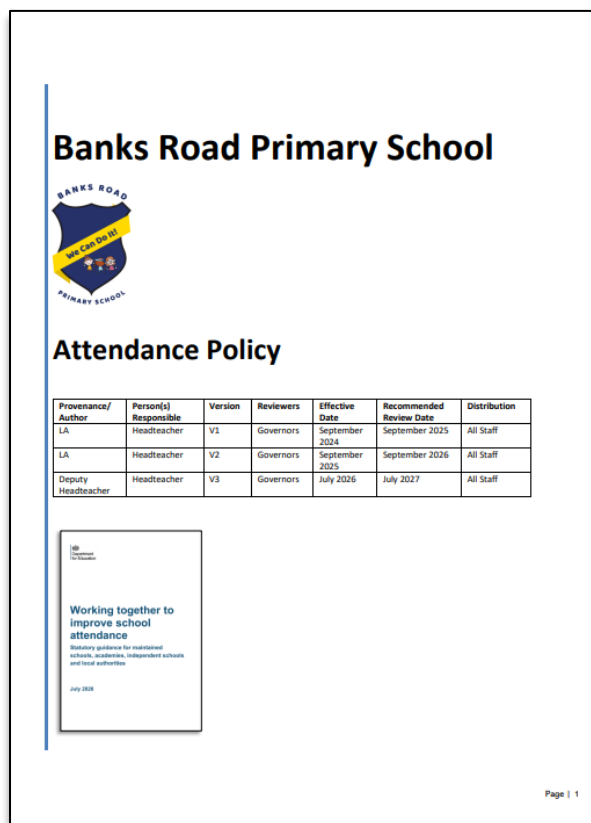
Children arriving after 8:50am will receive a late mark.

Children arriving after 9:20am are recorded with a **Code U**, which counts as an unauthorised absence for that session.

Being late can mean children miss important learning, daily routines and key information that helps them settle successfully into the school day.

Top Tip

Try to arrive at school between **8:30am and 8:45am** to allow plenty of time for a calm start to the day.



Reporting Your Child's Absence

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

- ✓ Contact the school office before **8:30am** on the first day of absence.
- ✓ Tell us the reason for the absence and expected return date.
- ✓ Keep us informed if the absence continues.

If we have not heard from you, we will contact you as part of our safeguarding procedures.

Please ensure we always have:

- Up-to-date phone numbers
- A current address
- At least three emergency contacts where possible

New National Attendance Guidance

The Department for Education introduced updated statutory attendance guidance in July 2026.

The guidance places a stronger emphasis on:

- Early support for families
- Regular monitoring of attendance
- Working together to remove barriers to attendance
- Consistent procedures across all schools

At Banks Road, our approach will always be to work in partnership with families and provide support wherever possible.

Understanding Attendance Thresholds

Persistent Absence

A child becomes a **Persistent Absentee** when attendance falls below **90%**.

This is equivalent to missing around:

 One day every two weeks

 Approximately four weeks of learning across the school year

Early support will be offered long before attendance reaches this level.

Severe Absence

Children attending less than **50% of the time** are classified as severely absent and require significant support from school and partner agencies.

Holidays During Term Time

We understand that family time is important. However, national regulations state that Headteachers may only authorise leave during term time in **exceptional circumstances**.

Examples that may be considered exceptional include:

- Close family bereavement
- Significant religious observance
- Exceptional one-off events outside a family's control

Family holidays, cheaper travel arrangements and extended weekends are not normally authorised.

Applications for leave must be made in advance to the Headteacher.

Important Changes to Penalty Notices

Parents should be aware of the national attendance framework.

Where a child accumulates **10 sessions (5 school days) of unauthorised absence within a rolling 10-school-week period**, the Local Authority may consider issuing a Penalty Notice.

For an initial Penalty Notice:

- £80 per child and per parent if paid within 21 days
- £160 per child and per parent if paid within 28 days

Unauthorised term-time holidays may result in a Penalty Notice being considered by Liverpool City Council.

Attendance Support

We recognise that some children and families experience genuine barriers to attendance.

If you are finding attendance difficult because of:

- Anxiety or emotional wellbeing needs
- Medical issues
- SEND needs
- Family circumstances

Please contact us as early as possible.

The earlier we know about a concern, the sooner we can work together to provide support.

Attendance Support Contact

Karen Barnes

Designated Attendance Lead

☎ 0151 427 4360

✉ k.barnes@banksroadprimary.liverpool.sch.uk

Let's Work Together

Good attendance and punctuality are among the greatest gifts we can give children.

By ensuring children attend school every day and arrive on time, we help them build positive habits, develop friendships, achieve their potential and enjoy every opportunity available to them.

Together, We Can Do It! 💙💛

