



Bellfield Primary School

“Believe, Persevere, Succeed”



15th September 2026

Attendance

Dear Parents and Carers,

I appreciate that many of you may feel you have heard the message about the importance of attendance many times before. However, it remains a vital part of your child's educational journey, and I would like to take a moment to explain why.

Good attendance is one of the key foundations for future academic success. While the occasional missed day may seem insignificant, it can have a lasting impact. Children often miss out on essential building blocks of learning—core knowledge, strategies, and skills that are carefully sequenced across our curriculum. What may appear to be a minor lesson is often a stepping stone to more complex concepts taught in the days, weeks, and even years that follow.

Our curriculum is designed to prepare children for the next stage of their education. Gaps in learning can make future topics more challenging and may affect a child's confidence and progress. In addition to academic development, being in school every day helps children form secure, lasting relationships with their peers and trusted adults. These relationships are key to building emotional resilience, social skills, and a sense of belonging within the school community.

That is why we ask for your continued support in ensuring your child attends school every day, ready to learn and grow into a confident, competent, and well-rounded learner.

It was a real pleasure to celebrate our pupils who achieved 100% attendance last academic year with a special pizza making party! Their commitment and consistency were truly commendable.

This year, we would love to double the number of children who achieve 100% attendance. The challenge is on—and we know, with your support, our pupils can rise to it!

Thank you for your ongoing partnership in your child's education.

Warm regards

Miss Howard

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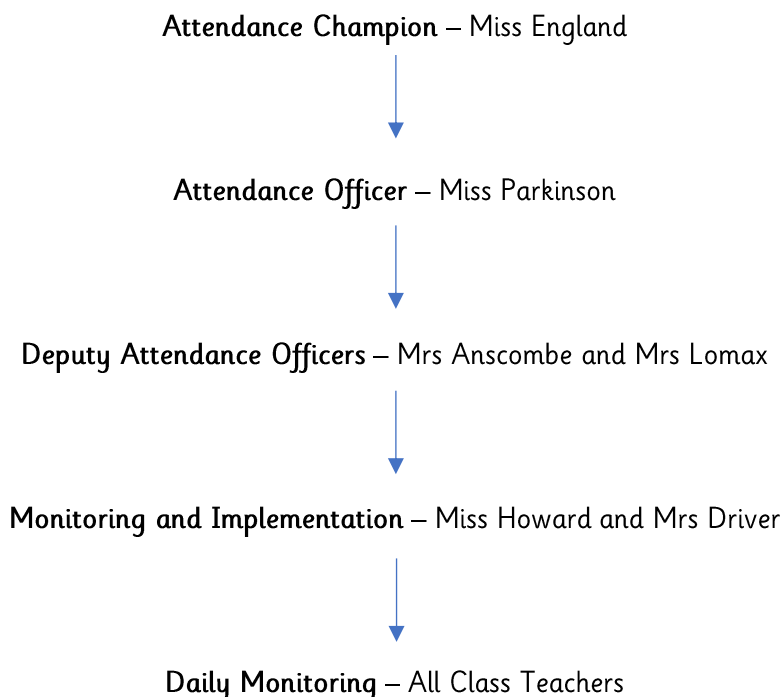
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Welcome to your Attendance Team



Working Together to Support Attendance

As our Attendance Officer, Miss Parkinson plays a key role in keeping attendance at the forefront of our school community. Her role is both important and challenging, and it is always carried out with the best interests of our pupils and families in mind.

If anyone from the attendance team contacts you, please be assured that the purpose of the conversation is to work in partnership with you to support your child's attendance and overall wellbeing. We understand that every family's circumstances are different, and our aim is always to listen, understand any barriers, and offer support where needed.

We kindly ask that all communication is approached with mutual respect and a shared commitment to helping your child thrive at school.

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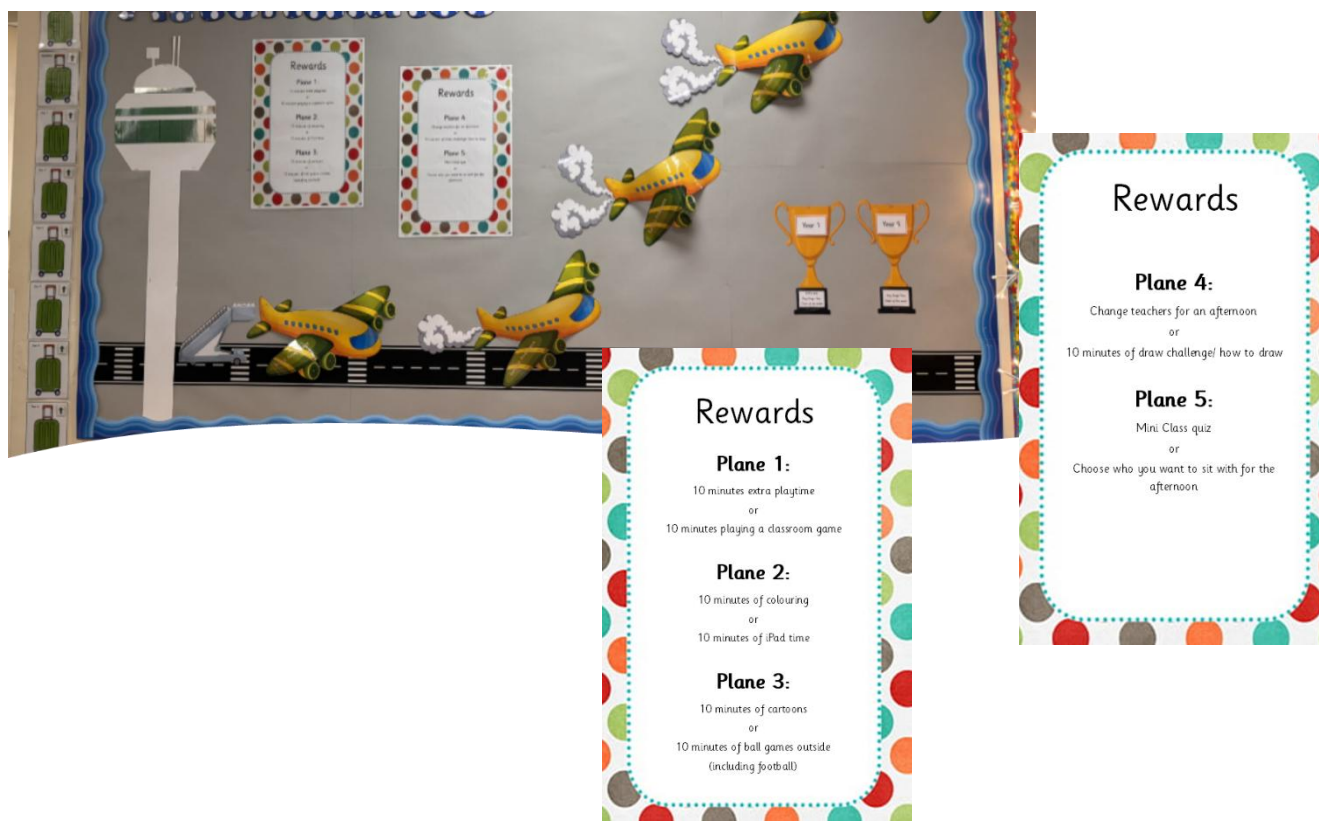
Our Attendance Champion and Attendance Officer meet weekly to review whole-school attendance as well as individual pupil data. These meetings help us identify patterns, celebrate improvements, and ensure timely support is in place. In addition, our wider team meets monthly to discuss next steps, share successes, monitor interventions, and explore any emerging trends.

As part of our approach, class teachers will be contacting parents more frequently, with the aim always being to support. Teachers will be the first point of contact and will work closely with families to offer support and explore any challenges that may be affecting attendance. At every stage, our aim is to understand any barriers and provide compassionate, practical support to the whole family.

We appreciate your continued partnership in helping every child feel safe, supported, and ready to learn each day.

Pupil Rewards

We have a range of individual and whole class rewards. Classes who improve their attendance each week or have 100% attendance get to move along our attendance flight path. When the class lands on a plane they get reward.



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Pupil Attendance Rewards



Monday and Friday

Children who are in school on time (8.30-8.40am) will be given 10 Dojo points

Whole Class 100%

When a class has 100% for a week they will have 30mins gaming time.

Weekly 100%

Children will continue to receive a sticker on a Friday for 100% attendance that week.

Monthly Improvement

Any children who improves their attendance from one month to the next will get 10 Dojo points and visit the attendance shop.



100%
for a term



100% for the term

Children will receive a certificate in the assembly and get to visit the new and improved Attendance Shop to choose a special reward.



What do I do if my child is unwell?

Reporting Absence

If your child is unwell and unable to attend school, please contact the school office before 8:30am. You are welcome to leave a voice message if calling outside of office hours.

We kindly ask that you make a daily phone call to the office for the duration of your child's absence, unless advised otherwise by the office team. This helps us ensure accurate records and enables us to support your child appropriately.

Please note that absence must be reported by a parent or someone with parental responsibility. This ensures we have clear and direct communication regarding your child's wellbeing.

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What do I do if my child has a medical appointment?

Medical and Dental Appointments

Where possible, we kindly ask that medical, including orthodontic appointments are scheduled outside of the school day to minimise disruption to your child's learning. However, we fully understand that this is not always feasible.

Our registers are taken at 8:40am and 12:55pm. If your child is present for registration at either of these times, they will still receive their attendance mark for that session. For example, you are welcome to bring your child to school for 8:30am, wait until they are registered, and then sign them out for their appointment. This ensures their attendance is recorded and avoids any impact on their overall attendance record.

HCAT Attendance Policy

Our new HCAT Attendance policy sets out clearly the expectations on our 'Attendance Team' and Class Teachers.

Register 8.40am and 12.55pm



Pupils will be marked as Late if arriving after 8.45am or 1pm



Pupil will be classed as having unauthorised absence if arriving after 9.15am or 1.30pm



Phone call to parent if pupil is absent



Home visit if contact cannot be made as this is a safeguarding concern. If we are unable to make contact we will leave a note to say we have called and ask you to contact the school as soon as possible.



If required we will contact any other agencies working with the family. (social worker/ early help)

We will also be following the HCAT intervention flowchart to support families.

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Attendance Intervention Process

If you receive a letter at any stage of the attendance intervention process, please do not worry. Our intention is always to work in partnership with you to support your child's attendance and overall wellbeing.

As a school, we monitor attendance closely and will contact parents—either by phone or in writing—when a child's attendance begins to raise concern. These communications are not meant to cause alarm, but rather to open a dialogue and explore ways we can work together to improve attendance.

Our goal is to understand any barriers your family may be facing and to offer appropriate support every step of the way. We are here to help, and we appreciate your cooperation and openness as we work together to ensure your child has every opportunity to succeed.

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Intervention strategies

Attendance is a key priority for all our schools which is actively monitored to ensure we are providing the right support at the right time for any pupil who may be encountering barriers to good attendance.

We treat every pupil individually and understand that each case may take a different route depending on the barriers, needs of the family and any other circumstances which may be impacting on regular attendance.

Our approaches are supportive and use legal interventions as a last resort.

Below is the basis of our intervention pathway.

100 - 97.5%	Attendance levels are good or excellent Positive encouragement/incentives/rewards offered by the class teacher/form tutor to maintain high levels of attendance. If the absences are unauthorised, or if patterns of lateness are noted, then the school may write to parents/carers. Monitoring to continue.	97.5 = 1 week (5 days) missed school
97.4 - 95%	Attendance levels start to show signs of concern The school analyses data and creates a report to regularly monitor attendance. If a pupil's attendance starts to fall, or there are regular incidences of lateness, the school will write to parents/carers to express concern.	95.4% = 2 weeks (10 days) missed school
94.9 - 92.5%	Attendance levels causing further significant concern When attendance drops to this level, parents/carers, and if appropriate the pupil, will be invited to attend a meeting at the school with the Attendance Office. The meeting will focus on addressing barriers to good attendance using the Trust Agreed Framework. An agreed early intervention support plan will be devised based on discussions. Close monitoring will be put into place to assess impact and/or consider any additional supportive strategies.	92.5% = 2 weeks, 4 days (14 days) missed
92 - 90%	Attendance levels do not improve If the pupil's attendance shows no signs of improvement, or deteriorates further, a Team Around the Family (TAF) meeting will be held in school with the Attendance Champion, plus any other service supporting the family at the time. The meeting will provide an opportunity to assess previous strategies and consider any reasonable adjustments, which may involve input for the local authority Attendance Support team. Consideration will also be given to whether support from external services, such as an Early Help, MHST, SEND, Youth Justice etc are required to support with reengagement. Attendance during this phase will be closely monitored and reviewed at regular intervals. It may also be necessary at this stage to issue a Notice to Improve, but this will be discussed with the Local Authority Attendance Team.	90% = 3 weeks, 4 days (19 days) missed school
89.9 - 85%	Attendance levels have not improved, and unauthorised absences continue. Where all the above measures have not proven successful, the school Attendance Champion will discuss the case with the Local Authority Attendance Support team to determine whether a fixed penalty notice should be issued. However, work will continue with the pupil, parents, and any other agency to consider any further reasonable adjustments.	85% = 5 weeks, 4 days (29 days) missed school

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Why is attendance important?

Term Time Holidays

We kindly remind families that holidays taken during term time cannot be authorised. Any holiday absence of 10 or more sessions (equivalent to 5 school days) will be referred for a fixed penalty notice.

If you believe your circumstances are exceptional, please submit a written request along with any supporting evidence for consideration. While we will always take the time to review each case carefully, please note that authorisation is not guaranteed.

Last year we had:

88 Children go on a term time holiday	Lost hours of learning =	3186
	Lost days =	531

These figures really highlight the **significant impact that term-time holidays can have on learning**. Last year alone, our pupils missed a combined **531 school days** – that is **3,186 hours of valuable learning time lost**.

To put this into perspective, **531 school days is almost three full academic years of education** for one child. Every school day matters. Lessons build on previous learning, and when children are absent, they can miss important teaching, explanations, discussions, and opportunities to practise new skills.

We completely understand the importance of family time; however, we ask all families to help us protect children's education by arranging holidays outside of term time wherever possible. **Together, we can make every school day count.**

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End of Year Rewards

	Bronze	Silver	Gold	Platinum
Attendance %	97.5% - 97.9%	98% - 98.9%	99% - 99.9%	100%

Pupils achieving a **Bronze or Silver Award** will receive a certificate in assembly and a small prize to celebrate their fantastic attendance. Pupils achieving a **Gold Award** will also have the opportunity to visit our **Attendance Shop** to choose an extra-special prize. Our **Platinum Award** celebrates the amazing achievement of **100% attendance**, with pupils receiving a prize and a special treat. Previous treats have included bowling, Pizza Hut, a park day and a pizza-making party! This year's Platinum treat will be decided nearer the time.

We want to recognise and celebrate the attendance achievements of as many children as possible, which is why we have introduced our **Bronze, Silver, Gold and Platinum** award scale. Achieving **97.5% attendance or above** is a **fantastic accomplishment** and deserves to be celebrated. We appreciate that setting a cut-off point can sometimes feel disappointing for children who fall just below it; however, a threshold is needed for the awards to remain consistent and fair. The Trust recognises **97.5% attendance as very positive attendance**, representing only around **five days of school missed across the whole academic year**. We hope this approach encourages every child to aim high while allowing us to celebrate excellent attendance at different levels.

Punctuality



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Punctuality Matters

Please remember that if your child arrives after 8:45am, they will be marked as ‘late’. If they arrive after 9:15am (for the morning session) or after 1:30pm (for the afternoon session), the register will be closed, and they will be recorded as absent for that session. (This will affect their overall attendance.)

Being late can be unsettling for children. Imagine walking into a party where everyone is already chatting, settled, and having fun—you arrive alone and feel out of place. This is often how children feel when they enter the classroom after the day has already begun. It can be difficult to catch up and settle in, especially when learning is already underway.

Children who arrive on time at 8:30am benefit from ‘morning work’, which includes key activities such as spelling and handwriting practice—both essential for their academic development.

While a few minutes may not seem significant, arriving just 5 minutes late each day adds up to over 3 full days of lost learning across the school year. (Please refer to the table above for a breakdown of how lateness impacts learning time.)

We do understand that on occasions something happens at home in a morning that will mean your child will be late – if this is the case, please contact the school office to inform us. We all have mornings where everything goes wrong!

Helpful Information

How to improve your child’s school attendance and where to get support - DFE

<https://educationhub.blog.gov.uk/2024/01/improving-school-attendance/>

Young Minds – School Anxiety and Refusal Parent Guide to Support

<https://www.youngminds.org.uk/parent/parents-a-z-mental-health-guide/school-anxiety-and-refusal/>

Early Help – Supporting Families

<https://www.hull.gov.uk/family-support/early-help-family-support>

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Common illnesses

We do understand that children catch common illnesses whilst being at school. Please see the table below for a list of common illnesses and the time that they need to be off school. If in doubt, please ring the school office.

Diarrhoea and/or vomiting	48 hours from the last episode of diarrhoea or vomiting	*if your child is regularly missing school due to this illness we will contact you to talk about seeking medical advice.
Chickenpox	Five days from the onset of rash	
Cold sores	None	
German measles/rubella	Six days from onset of rash	
Hand, foot and mouth	None	
Impetigo	Until lesions are crusted and healed or 48 hours after commencing antibiotic treatment	Antibiotic treatment speeds up healing and reduces the infectious period
Measles	Four days from onset of rash	
Ringworm	None	
Threadworm	None	Treatment is recommended for the child and household
Scabies	Child can return after first treatment	Household and close contacts require treatment
Scarlet Fever	Child can return 24 hours after commencing antibiotics	Antibiotic treatment highly recommended
Slapped cheek	None	
Conjunctivitis	None	
Head lice	None	Treatment is highly recommended
Tonsillitis	None	

Thank you for your continued support – we look forward to a year of ‘outstanding’ attendance

Miss Howard

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