



Head Teacher: Mr P Haylock BA (Hons) Ed. NPQH
Deputy Head: Mrs L Jewitt BSc (Hons)

Dear Parents and Carers,

Welcome back! I hope you had a restful and enjoyable holiday. I am very pleased to welcome you and your children back to Poverest for the start of this New Year.

I am writing to share some updates regarding how we monitor, support, and improve school attendance and punctuality. Our aim is to ensure every child feels happy, settled and has the best possible foundation for their learning journey.

The Power of Consistent Attendance

At Poverest Primary School, we believe that consistent attendance and punctuality are vital to your child's success. Learning is a progressive journey—each lesson builds upon the last. When a child misses a part of a learning sequence, it can be challenging to bridge that gap later. By helping your child establish good routines now, you are equipping them with essential life skills for the future.

The Impact of Punctuality

Every minute in the classroom counts. Arriving on time allow children to settle in with their friends and start the day calmly. When a child is late, even by a few minutes, it can lead to a rushed start and significant learning time lost over the year:

Lateness	Impact on Learning
5 minutes late every day	3.5 days of school lost (approx. 20 lessons)
10 minutes late every day	7 days of school lost (approx. 40 lessons)
15 minutes late every day	10.5 days of school lost (approx. 60 lessons)
20 minutes late every day	14 days of school lost (approx. 80 lessons)

Why Attendance Matters

Data from the Department for Education (DfE) consistently shows a direct link between high attendance and academic achievement, particularly in Key Stage 2 outcomes. Children with good attendance are often more confident readers and stay on course for a successful transition to secondary school.

Understanding the Numbers

Our school attendance target is 96%. We monitor attendance closely so we can offer support as soon as it is needed. We understand that children do get unwell; our aim is to support families where attendance begins to fall below the expected levels.

Percentage	Days/Hours Lost	Outcome & School Action
100% – 99%	0-10 hours lost	Excellent!
98%-97%	4 -6 days (20 -30 hours) lost	Good – Keep it up!
96%	7.5 days (37.5 hours) lost	On Target
95% – 91%	9.5 - 17 days lost	Cause for Concern – At this level, children can begin to struggle. We will monitor closely and may send an attendance letter to alert you and offer support if needed.
90% and below	19+ days lost	Persistent Absence (PA) – A School Attendance Support (SAS) meeting will be held to identify barriers and offer support from agencies like the Education Welfare Officer (EWO). Legal Action – If attendance does not improve despite support, the school is legally required to consider fixed penalty notices or further legal steps.

Poverest Primary School are committed to the safeguarding and welfare of their pupils





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Celebrating excellent attendance

It is important to celebrate the effort children put into coming to school. Class attendance is shared weekly in our school newsletter, and with the children in their Friday assembly. Each term, children with 97% attendance or above are entered into a prize draw for a gift voucher. To reward consistency, a child's name can be entered into the final draw up to three times (once for each term they hit the target).

Statutory Guidelines for 2026

While our priority is always to work supportively with families, we are required to follow the Department for Education's National Framework. Under these rules, parents may be fined if a child misses 10 sessions (5 days) of unauthorised absence within a rolling 10-school-week period. This includes term-time holidays or arriving late after the register has closed (Code U).

- **First Fine:** £80 if paid within 21 days (rising to £160 if paid within 28 days).
- **Second Fine:** (Within 3 years) Automatically £160.
- **Third Offence:** May lead directly to prosecution.

Working Together

We want to work with you to ensure your child feels happy and supported at school. You can track your child's attendance at any time via your **Arbor parent portal**.

If you are finding it difficult to get your child to school, please reach out to us. Our School Attendance Support meetings are designed to be a supportive space where we can discuss your child's needs and find solutions together. We also work closely with the **Bromley Education Welfare Officer (EWO)** to ensure families have access to the right resources.

To discuss any concerns or ask for support, please email us at admin@poverest.co.uk.

Thank you for your continued partnership and for helping your child make the most of every day at Poverest.

Yours sincerely,

Paul Haylock

Headteacher

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