



Tuesday 13<sup>th</sup> January 2026

REF: Attendance Expectations

Dear Parents/Carers,

At Poulton St Chads, we believe that good attendance and punctuality are key to helping children succeed—and we know you want the very best for your child, just like we do.

By working together, we can give your child the best chance to reach their full potential, both in school and beyond. Regular attendance helps your child:

- Keep up with lessons and achieve their target grades
- Build and maintain friendships
- Take part in fun social and sporting activities
- Learn important life skills
- Develop good habits like punctuality, which are essential for future success

We're committed to making sure your child feels safe, supported, and part of our school family. Being in school regularly plays a big part in that.

**School Day Information.** Our school day starts at 8.55am and finishes at 3.15pm

**Why Attendance Matters.** It might seem like 90% attendance is okay—but that actually means your child misses nearly 4 weeks of school over the year. That's a lot of lost learning!

Here's what attendance looks like over time:

	Impact over 1 school year
100% Attendance	0 days missed
95% Attendance	9 days of absence 1 Week and 4 Days of learning lost
90% Attendance	19 Days of Absence 3 Weeks and 4 Days of learning lost
85% Attendance	28 Days of Absence 5 Weeks and 3 Days of learning lost
80% Attendance	38 Days of Absence 7 Weeks and 3 Days of learning lost
75% Attendance	47 Days of Absence 9 weeks and 1 day of learning lost

Our goal is for every child to aim for 100% attendance. You can read our full attendance policy on our website



**When Your Child Is Unwell.** We understand that children sometimes get sick or have exceptional reasons for being absent. The NHS has a helpful guide to help you decide if your child is too ill for school: [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk)

If you're ever worried about your child's attendance, please speak to your child's class teacher or contact me directly. We're here to help and can work with you to overcome any challenges.

### **How You Can Help**

Here are some simple ways you can support your child's attendance and punctuality:

- Set a regular bedtime to help them get enough sleep
- Create a calm evening and morning routine
- Make sure they attend school every day unless there's a valid reason
- Get them to school on time.
- Book medical appointments outside school hours when possible
- Let us know if your child is too unwell to attend (this can be done on Parent app)
- Take holidays during school breaks—not term time
- Talk positively about school and show interest in their day
- Attend parents' evenings and school events
- Praise their efforts and achievements
- Work with us to support any behavioural or emotional challenges
- Reach out early if you have any concerns—we're here to help

We're really looking forward to working with you to support your child's journey through school

If you wish to discuss any issues please email me on [l.cameron@poultonstchadsce.lancs.sch.uk](mailto:l.cameron@poultonstchadsce.lancs.sch.uk)

Yours faithfully

Miss L Cameron  
Attendance Champion