

Attendance Newsletter

Autumn 1 2026



As always, thank you to our families for continuing to work with us to ensure that all children have the best possible attendance.

The Power of Daily Routines

At this time of year, many families are juggling busy mornings, darker days, and changing schedules. It's completely normal for routines to wobble — but even small breaks in routine can have a surprisingly big impact on how children feel about school and how ready they are to learn.

Why routines matter

- Predictability helps children feel safe: When mornings follow a familiar pattern, children arrive at school calmer, more settled, and ready to connect with friends and adults.
- Consistent sleep and wake times support learning: Tired brains find it harder to concentrate, remember new information, and manage emotions.
- Regular attendance builds confidence: Being in school every day helps children feel part of the class community, reducing anxiety about missing out or falling behind.

How broken routines affect children

- Emotional ups and downs: Irregular mornings or rushed starts can leave children feeling unsettled, which can show up as worry, frustration, or reluctance to come into school.
- Gaps in learning: Even short absences interrupt the flow of lessons, making it harder for children to keep pace with new ideas.
- Reduced sense of belonging: When children miss days, they can feel out of the loop socially and academically, which can make returning feel harder.

Small steps that make a big difference

- Create a simple morning routine: A consistent order — wake up, breakfast, get dressed, out the door — helps mornings run smoothly.
- Prepare the night before: Uniform, book bags, water bottles, and lunches ready to go can ease the morning rush.
- Aim for a calm bedtime routine: Screens off, quiet time, and a regular bedtime help children get the rest they need.
- Talk positively about school: Children take their cues from adults; hearing that school is important and enjoyable boosts motivation.

We're here to help

If your family is finding routines tricky at the moment, please reach out. We can work together to put small supports in place — whether that's help with morning transitions, attendance planning, or emotional support for your child. Every day in school really does count, and we're committed to working alongside you to help your child thrive.

“

Whoever welcomes one such child in my name
welcomes me.

”

- Matthew 18:5

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REMINDER ABOUT ABSENCE PROCEDURES

- Please inform the school office before 8:30 am if your child will be absent from school
- You may be asked to supply medical evidence such as medication or appointment letters
- Please arrange appointments outside of school hours where possible
- If you have not contacted school, Mrs Yates will contact you to find out the reason for absence
- Mrs Yates may also contact you at the end of the school day to enquire about your child and discuss their return to school the following day
- Mrs Yates will continue to contact you each day that your child is absent to check in and offer support where possible

Absences in Autumn 1 -368 days of learning lost to:

- 120 days to Holidays
- 160 days to Illness
- 27 days to Other authorised
- 5 days to Medical appointments
- 17 days to Lates
- 15 days to Lates after registration (classed as an absence)

Holiday fine information

Per Parent, Per Child: Fines apply to each parent for each child taken out of school (e.g., two parents taking two children incur four separate penalty notices)

Taking 10 sessions (equivalent to 5 full school days) of unauthorized leave within a rolling 10-week period can trigger a fine

£80 if paid within 21 days

£160 if paid within 28 days

If a parent receives a second fine for the same child within three years, it will be charged at the higher rate of £160.

Attendance Ladder

How close is your child to 100%?

0 days off school	100%	Perfection
Equates to 2 days off school each year	99%	Excellent
Equates to 5 days off school each year	97%	Good
Equates to 10 days off school each year	95%	Slight Concern
Equates to 20 days off school each year	90%	Concerned
Equates to 30 days off school each year	85%	Very Concerned

Contact information:

Phone: 01274 677705

Email: office@win.bcwcatt.co.uk

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ATTENDANCE

WITH EFFECT FROM 19 AUGUST 2024

WHAT THE NEW RULES MEAN FOR ME

I'm a single parent of one child and we want to go on holiday for a week.
Your holiday will not be authorised, and you must talk to the school before you book anything.
Because your child will miss 5 school days you will be given a penalty notice fine.
Penalty Notices are issued by the Local Authority on a per child per parent(s) basis.
The fine is £160 but if you pay it in 21 days it will be reduced to £80

£160

FOR EVERY CHILD, A PENALTY IS GIVEN



+£160

+£160

+£160

+£160

4 children x 1 parent = £640

Reduced to £320 if paid in 21 days

IRREGULAR ATTENDANCE

10

in

10

If your child is absent for 10 or more sessions in 10 weeks and their absences are unauthorised, the school will consider prosecution.

1

DAY =

2

SESSIONS

FOR A FAMILY OF TWO PARENTS



+£160

+£160

+£160

**3 children
x
2 parent
= £960**

Reduced to £480 if paid in 21 days

If your child has a second and third leave of absence, or a pattern of irregular attendance, within any 3-year period...

2ND TIME

2 Parents and

1 child - £320
2 children = £640
3 children = £960
4 children = £1280

No discount for early payment

3RD TIME

A penalty notice fine will not be given.

Your case will be taken to court.

A magistrate can fine each parent £2,500 for each child.

1 parent & 4 children = £10,000
2 parent & 4 children = £20,000



FOR MORE INFORMATION, VISIT

[gov.uk/government/publications/working-together-to-improve-school-attendance](https://www.gov.uk/government/publications/working-together-to-improve-school-attendance)

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St Winefride's Catholic Primary School

WHY IS GOOD ATTENDANCE IMPORTANT?

Every school day helps your child learn, grow and belong. ♥



BUILD LEARNING

Regular attendance helps children build knowledge and skills, one lesson at a time.



GROW FRIENDSHIPS

Time together strengthens friendships and relationships with staff.



DEVELOP CONFIDENCE

Being part of school life helps children feel valued and included.



ESTABLISH ROUTINES

Arriving on time helps children settle calmly and join learning from the start.



PREPARE FOR THE FUTURE

Consistent learning builds strong foundations for the next stage of education.

WORKING TOGETHER



Children should attend every day unless they are too unwell or there is another unavoidable reason for absence.



If attendance is difficult, please speak to us early. We will listen, understand the barriers and agree support together.



EVERY DAY MATTERS. EVERY CHILD BELONGS.

Christ at the centre in all we do, say and believe.

175 NON SCHOOL DAYS EACH YEAR



175 days spent on family time, visits, holidays, shopping, household jobs and appointments

190 school days each year	10 days absence	19 days of absence	29 days of absence	38 days of absence	47 days of absence
	180 days of education	171 days of education	161 days of education	152 days of education	143 days of education
100%	96%	90%	85%	80%	75%
GOOD Best chance of success. Gives your child a flying start		WORRYING Less chance of success. Harder to make progress		SERIOUS CONCERN seriously impedes their education and their future. Court action can be taken	