



# *Belmont Community Primary School*

Harrowby Lane, Grantham, Lincolnshire, NG31 9LR

Telephone: 01476 567939

E-mail: [enquiries@belmont.lincs.sch.uk](mailto:enquiries@belmont.lincs.sch.uk)

Website: [www.belmontprimary.com](http://www.belmontprimary.com)

Monday 8<sup>th</sup> September 2025

Dear Parents and Carers,

Good attendance and punctuality remain a top priority for us at Belmont Community Primary School. We share parents and carers views in wanting the best for your child and we are looking forward to working in partnership with you this academic school year.

Your efforts, working in partnership with us will ensure that your child will have the best chance to achieve their academic potential and have a real opportunity in further education and the world of work. It will also enable your child to:

- Access the lessons needed to achieve their expected grades
- Maintain friendships and develop new ones
- Have access to social and sporting events offered by the school
- Explore potential life skills
- Develop world habits such as good punctuality which are essential to thrive in the world of employment.

We strive to ensure your child has the best opportunities to be the best they can be, to feel safe and supported in school, and to develop a sense of belonging both with their peers and as a wider part of our school community.

We expect pupils to attend school for 100% of the academic year. You can support your child to have excellent attendance by taking these steps:

- Ensure your child arrives on time every day and is ready to learn.
- Children in Y1 and Y2 should walk up the ramp in the front playground and walk straight to their class by 8.55am.
- KS2 children should enter school through the KS2 green gate between 8.45am – 8.55am.
- Arriving between 9.05am and 9.30am will be marked as late. Children arriving after 9.30am will be recorded as an unauthorised absence.
- Avoid taking holidays during term time.
- If your child appears to be only slightly ill, send them in to school. We have staff who will contact you if their condition deteriorates.
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.
- Supply a copy or screenshot of the appointment card or hospital letter if your child has an appointment during school hours.

Headteacher: Mr Jamie Allsopp, BA (Hons), PGCE



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## Giving your child the best start

90% attendance may seem like an acceptable level of attendance, however in reality that means your child misses **half a day of school every week**, the equivalent of 19 school days (almost one whole month), during the year. Children who miss this amount of school do not achieve as well as their peers who attend more regularly.

We expect all pupils at Belmont Community Primary School to attend school as regularly as possible. Our ambition for every child is 100% attendance.

	Impact over 1 school year	Impact over 5 school years
100% Attendance	0 days missed	0 days missed
95% Attendance	9 days of absence 1 week and 4 days of learning lost	$\frac{1}{4}$ year learning lost
90% Attendance	19 days of absence 3 weeks and 4 days of learning lost	$\frac{1}{2}$ year learning lost
85% Attendance	28 days of absence 5 weeks and 3 days of learning lost	$\frac{3}{4}$ year learning lost
80% Attendance	38 days of absence 7 weeks and 3 days of learning lost	1 year learning lost
75% Attendance	47 days of absence 9 weeks and 1 day of learning lost	1 $\frac{1}{4}$ years learning lost

Our attendance policy is available to read on our school website [www.belmontprimary.com/policies-documents/](http://www.belmontprimary.com/policies-documents/). This explains how we monitor attendance and follow up absence.

We recognise that on occasion some children may experience illness or have exceptional reasons preventing regular attendance. To assist parents deciding whether their child is too ill to attend school or otherwise, the NHS have produced a guide that you may find useful:

[Is my child too ill for school? - NHS \(www.nhs.uk\)](http://www.nhs.uk)

We know being a parent/carer can be challenging at times, and we are here to help if there are any problems affecting your child. If you are worried about your child/children's attendance, please speak with your child's class teacher in the first instance or myself, Mrs Andrea McCormack. We will work with you as partners to ensure in such circumstances any identified barriers are discussed so we can best support your child's wellbeing and education.



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**As parents/carers you can best support your child to secure regular attendance and punctuality by:**

- Ensuring a good bedtime routine to enable your child to get enough sleep.
- Establishing a good routine each evening and each morning so your child is prepared for the school day ahead.
- Making sure your child attends school every day it is open, unless there is an exceptional reason preventing this.
- Ensuring your child arrives at school on time every day between 8.45 – 8.55am.
- Arranging dental and medical appointments outside school hours wherever possible, where this is not possible ensure your child attends before and returns promptly afterwards.
- Informing the school if your child is ill and too unwell to attend by emailing [PupilAbsence@belmont.lincs.sch.uk](mailto:PupilAbsence@belmont.lincs.sch.uk) or phoning 01476 567939 to leave a message or to speak to the office staff.
- Taking holidays during school holiday periods – not during term time – is important. If a child is taken out of school for a one-week holiday each year, along with the average number of days missed due to illness and medical appointments, they will have missed the equivalent of two full terms of education by the end of Year 11.
- Talking positively to your child about school and taking an interest in their school day.
- Attending parents' evenings and school events.
- Praising and rewarding your child's efforts and achievements at school.
- Supporting school staff by working in partnership to best manage and support your child with any difficult or challenging behaviour or circumstances.
- Discussing any problems or difficulties with the school as soon as they arise – staff are here to help.

**We look forward to working in partnership with you to support your child's education.**

Yours sincerely

Mrs Andrea McCormack  
Family Liaison Officer

Mrs Emily Blackburn  
Senior Attendance Champion