



Belmont Community Primary School

Harrowby Lane, Grantham, Lincolnshire, NG31 9LR

Telephone: 01476 567939

E-mail: enquiries@belmont.lincs.sch.uk

Website: www.belmontprimary.com

Friday 3rd October 2025

Dear Parents/Carers

We would like to take this opportunity to say THANK YOU to all our families who consistently ensure their children's attendance and punctuality is good. Getting these important habits established early on in your child's life will make a difference to their future. There is a proven link between attendance and achievement.

Why Attendance Matters

Good attendance at school is not just valuable, it's essential. Going to school is directly linked to improved attainment which should in turn lead to further learning opportunities and better job prospects in the future. As well as this, going to school helps to develop:

Friendships

Social skills

Team values

Life skills

Cultural awareness

Career pathways

At the end of every term, each child will bring home an Attendance report. The report will include the maximum number of school days for that term and the number of days your child has been absent from school. Your child's overall attendance percentage will also be included, and you will be able to see which category this attendance percentage falls into.

Severe	At risk of severe	Persistent absence	At risk of persistent absence	Expected
0 – 50%	51% - 79%	80% - 90%	91% - 94%	95% - 100%

What we ask you to do:

- Ensure your child arrives at school punctually - learning begins from the moment they enter the classroom. The school gates open at 8:45am and all children should be in their classroom by 8:55am.
- Try to telephone the school before 8.30am each day of your child's absence or via the absence email pupilabsence@belmont.lincs.sch.uk
- Tell the school in advance, of any medical appointments and bring in appointment cards/letters. Bring your child to school before and after their appointment.
- If you are not sure whether your child is well enough to attend school, send them in anyway as they often perk up on arrival.
- Have a backup plan in case you are unwell, call on a family member, a neighbour or friend.
- If you and your child are experiencing difficulties with school attendance, then talk to us as a first step so we can help.

What we will do:

- Check your child's attendance every day. The School Attendance Officer, Mrs Gurney may still contact you if we require more information regarding their illness.
- Phone home to discuss your child's attendance with you.
- Invite you into school for attendance meetings if we are concerned.
- If we cannot establish a reason for absence, then we may make a welfare home visit.

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



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How we monitor attendance at Belmont School

Attendance is monitored daily and shared with the Family Liaison Officer, Attendance Governor and Headteacher.



If attendance drops below 95%, an **Attendance Support letter** will be sent. School staff will work closely with families to support improved attendance. Attendance is continually monitored.



If the attendance does not improve, an **Attendance Concern letter** will be sent. Parents/carers will be invited to meet with the Family Liaison Officer and Attendance Governor. Any issues will be discussed, and actions put in place.



If the attendance does not improve, an **Attendance Panel Meeting letter** will be sent. Parents/carers will be invited to meet with the Family Liaison Officer, Attendance Champion and Attendance Governor.



If attendance continues to fall and is **below 90%**, a formal letter will be sent explaining to the parent that attendance needs to improve, or a Fixed Penalty Notice (FPN) could be issued. Parents/carers will be invited to meet with the Family Liaison Officer, Attendance Champion, Attendance Governor and Headteacher.

If you are worried about your child's attendance or something is preventing them from coming to school, please speak to us straight away. We will work together to come up with a plan that supports you and your child and leads to improved attendance and punctuality. You can have a big effect on your child's absences going forward – and we appreciate your help.

Many thanks for your support.

A. McCormack

Every Child Matters. Every Moment Counts.

Mrs McCormack, Family Liaison Officer

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