



September
2026

ATTENDANCE

Every Child, Every Chance, Every Day



Welcome back children and families!

It was wonderful to see everyone return to school after the summer holidays. We hope you enjoyed a summer filled with fun, relaxation and special family moments.

It was lovely catching up with children and hearing all about their summer adventures. We certainly noticed lots of new school shoes, fresh haircuts and children who seem to have grown taller over the holidays! The school has quickly been filled once again with smiling faces, laughter and excitement, and it has been fantastic to welcome everyone back for another school year.

Every child counts

At our school, we believe that **every child counts**. Each day brings new learning opportunities, friendships, experiences and achievements. When children are in school, they are able to make the most of every moment and reach their full potential.

Every moment matters. Every child counts.

Every day counts.

Aiming high this year

Good attendance is one of the strongest foundations for success. This year, we are encouraging all pupils to aim for attendance of **95% or above** whenever possible.

Children who attend school regularly are more likely to:

- Feel confident and settled in school
- Build strong friendships
- Make good progress in their learning
- Develop positive routines and habits for the future



Working Together

Attendance is a partnership between home and school. By working together, we can ensure every child has the best opportunity to thrive.

If your child is finding it difficult to attend school, please don't struggle alone. We are here to listen and support. Speak to:

- Your child's Class Teacher
- Our Family Liaison Officer (FLO) Mrs McCormack

Together, we can help remove barriers and ensure every child feels happy, safe and ready to learn.



ATTENDANCE

Here's to a Fantastic Year Ahead!



Building



good



habits

Building good habits

Starting the school year positively helps children develop healthy attendance habits that can last a lifetime.

Simple routines such as:

- Getting an early night's sleep
- Preparing uniforms and bags the night before
- Arriving at school on time each day can make a huge difference to children's success and wellbeing.

Top tips for a positive morning routine



Top



tips



for



positive



morning



routine

A calm and organised start to the day can make a big difference to attendance and punctuality.

- Lay out school uniform/PE kits, shoes and bags the night before.
- Pack lunchboxes and fill water bottles in advance.
- Set a consistent bedtime and morning wake-up time, even towards the end of weekends and holidays.
- Prepare breakfast options the evening before where possible.
- Use visual timetables, checklists or alarms to help children stay on track.
- Aim to arrive a few minutes early to reduce stress and allow children to start the day feeling settled.
- Celebrate good attendance and punctuality with praise and encouragement.

Developing these routines early in the school year helps create positive habits that support attendance throughout the year.



90% and below

Drastic effect on academic achievement

91% - 94%

Cause for concern

95% - 100%

Expected



Monitoring



attendance

We closely monitor the attendance of all children. At the end of every term, each child will bring home an Attendance report. We may include a 100% attendance sticker or an improved attendance sticker. 100% certificates will also be presented at the beginning of the following term.



ATTENDANCE

Penalty Notice Fines

Penalty notices are issued to change behaviour and reduce the number of school days lost during term time, for the purpose of a holiday.

The penalty notice process is managed by the Education Welfare Department within the Local Authority. With effect from 19 August 2024, a number of changes have taken effect, including the cost of the fine. The decision making process and pathways that are followed by the Education Welfare Service are detailed below. Please be aware that the action taken will be considered on a case-by-case basis and may not follow the pathway.

PER PARENT PER CHILD

Penalty Notice Fines are issued on a per parent per child basis. For example, a fine for a parent with three children will result in receiving three invoices to the value of **£160 each**.

FIRST OFFENCE

The first time a Penalty Notice is issued for term time leave or irregular attendance the amount will be **£160 per parent per child paid within 28 days**. This amount is reduced to **£80 per parent per child if paid within 21 days**.

SECOND OFFENCE (WITHIN THREE YEARS)

The second time a Penalty Notice is issued for term time leave or irregular attendance, the amount will be **£160 per parent per child within 28 days**.

FIVE CONSECUTIVE DAYS OF TERM TIME LEAVE

Penalty Notice Fines will be issued for term time leave of **five or more consecutive days**.

Inset training days are school days and can be included in the five or more consecutive days where there was intent to be absent for term time leave.

THIRD OFFENCE AND ANY FURTHER OFFENCES (WITHIN THREE YEARS)

The third time an offence is committed for term time leave or irregular attendance, a Penalty Notice will not be issued and the case will be presented straight to the Magistrate's Court. Magistrates fines can be **up to £2,500 per household**, per child. Cases found guilty in the Magistrate's Court can show on the parent's future DBS certificate due to the **'failure to safeguard a child's education'**.

10 SESSIONS OF UNAUTHORISED ABSENCE IN A 10 WEEK PERIOD

Penalty Notice Fines will be considered when there have been 10 sessions of unauthorised absence in a 10 week period.

You can find our Attendance Policy on the school website here:

www.belmontprimary.com/policies-documents

If you would prefer a paper copy, please just ask at Main Reception.