Issue 1 – October 2026

Attendance Newsletter

Every Day Matters!

We have made a fabulous start to the new academic year!!!

At Birkdale Primary School, we know that good attendance gives children the very best chance of success. Every lesson, every day and every minute in school counts!

Regular attendance helps children to:

- Achieve their full academic potential
- Build strong friendships
- Develop confidence and resilience
- Access enrichment opportunities
- Establish positive habits that will benefit them throughout life

Arriving On Time Matters

A positive day starts with a punctual start.

School Timings

🟢 Doors Open: 8:40am

🟡 Doors Close / Registration Begins: 8:50am

🔴 Registers Close: 9:20am

Please note that the doors close promptly at 8:50am.

Children arriving after 8:50am will receive a **Late Mark** in the register.

Children arriving after 9:20am will be registered with an **Unauthorised Absence.**

10 unauthorised absences may result in a Penalty Notice being issued by Sefton.

Attendance So Far This Year

Class	Attendance
Bumblebees	95.5%
1L	95.5%
1R	93.3%
2C	95%
2P	96.1%
3C	93.6%
3S	96.2%
4M	93.9%
4S	96.9%
5B	92.9%
5JS	92.4%
6C	95.1%
6G	94%

We would like to thank all families who have supported their child's attendance since the start of term.

Our attendance super-stars this half term are:

4S – Mr Stevenson

3S – Mrs Sinnott

2P – Mrs Pennington

A huge well done to the pupils and families in these classes for their excellent commitment to attendance. Your support makes a huge difference to your child's learning and progress.

New National Attendance Guidance

The Department for Education introduced updated statutory attendance guidance in July 2026.

The guidance places a stronger emphasis on:

- Early support for families
- Regular monitoring of attendance
- Working together to remove barriers to attendance
- Consistent procedures across all schools

At Birkdale Primary School, our approach will always be to work in partnership with families and provide support wherever possible.

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Understanding Attendance Thresholds

Persistent Absence

A child becomes a **Persistent Absentee** when attendance falls below 90%. This is equivalent to missing around:

- One day every two weeks
- Approximately four weeks across the school year

Early support will be offered long before attendance reaches this level

Severe Absence

Children attending less than 50% of the time are classified as **severely absent** and require significant support from school and partner agencies to avoid a Penalty Notice.

Holidays During Term Time

We understand that family time is important. However, national regulations state that Headteachers may only authorise leave during term time in **exceptional circumstances**.

Examples that may be considered exceptional include:

- Close family bereavement
- Significant religious observance
- Exceptional 'one-off' circumstances

Family holidays, cheaper travel arrangements and extended weekends are **not** considered as 'exceptional circumstances'

Applications for leave must be made in advance to the Headteacher.

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Important Changes to Penalty Notices

Parents should be aware of the national attendance framework.

Where a child accumulates **5 school days (10 sessions) of unauthorised absence within a rolling 10-school-week period,** the Local Authority may consider issuing a Penalty Notice.

For an initial Penalty Notice:

- £80 per child, per parent if paid within 21 days
- £160 per child, per parent if paid within 28 days

Unauthorised term-time holidays may result in a Penalty Notice being issued by the Local Authority.

Attendance Support

We recognise that some children and families experience genuine barriers to attendance.

If you are finding attendance difficult because of:

- Anxiety or emotional wellbeing needs
- Medical issues
- SEND needs
- Family circumstances

Please contact us as early as possible.

The earlier we know about a concern, the sooner we can work together to provide support.

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Let's Work Together

Good attendance and punctuality are among the greatest gifts we can give children.

By ensuring children attend school every day and arrive on time, we help them build positive habits, develop friendships, achieve their potential and enjoy every opportunity available to them.

At Birkdale Primary School…

Every child matters

Every lesson matters

Every day matters

Every minute matters!!

Please take time to click on the link below to view this short film.

"Why Attending Every Day Matters in Primary School."

https://www.youtube.com/watch?v=3g_tfUyroZM

