



Hoole Church of England Primary School

Attendance & Punctuality Newsletter

October 2025

Our School Attendance Target

This school year, we are aiming high again with attendance!

We are working towards a target of 97% for whole school attendance. Many classes have made a great start with attendance this year and our whole school attendance is currently 97.6%.

Class	Attendance Percentage
RM	96.3
RW	97.2
1H	99.5
1J	97.9
2C	97
2K	97.8
3EI	97.9
3U	96.3
4C	97.3
4JK	98.7
5R	98.1
5S	96
6B	97.3
6M	97.4

We monitor how we are progressing towards our 97% target every Monday when we also award the class cups for the highest attendance in the previous week. Since the start of this term, the class cups have been won by 1H, 2K, 3EI, 4C, 4JK and 6B

Absence during term time

We ask that forms relating to absence during term-time are submitted well in advance – ideally four weeks before the date of the absence.

If you are considering requesting time off during term-time, please speak to us in advance. We take absolutely no pleasure in having to submit paperwork to the Local Authority for fines to be administered but we are bound by local and national systems. A conversation in advance of your booking may assist us to identify how the time out of school can be minimised due to teacher training days when the school is closed to pupils.

Our Attendance Lead, Colette Williamson, is always available to offer advice and guidance.

Morning Routines

We open our school gates early to allow children time to chat and engage with their friends before school starts. Our pupils report that this helps them to feel calm and settled, ready to enjoy the school day ahead. The gates are closed at 8.50am.

Learning starts as soon as pupils get into the classroom. In many classes, children work on activities to embed basic skills like spelling, mathematical fluency or handwriting whilst the morning register is taken. Our youngest learners have phonics group lessons at the start of the day. Arriving on time and having the chance to settle into the day supports children in feeling happy and confident in school.

Where children arrive after 9am, they receive a late mark (Code L) on the register. If they arrive after 9.20am, the U Code is recorded. The U code reduces the child's overall attendance percentage. L and U Codes are reviewed on a daily and weekly basis to enable us to identify where support or intervention is required to improve punctuality.

We understand that mornings can be busy and tricky. We are always keen to work with families in any way to support children to arrive at school on time. For example, we have worked with parents/carers and children to develop bespoke morning checklists which help to ensure that pupils are engaged in getting ready for school efficiently and positively.

If you would like a chat to explore how we may help with punctuality, please speak to Elaine Robertson (Learning Mentor) or Colette Williamson (Attendance Officer).

Term dates for this year

Dates for this year are available on the school website (www.hooleceprimary.co.uk).

Please note that we have INSET training days on the Friday before and Monday after the May half term break.

INSET day – Friday 22nd May

Holiday period – 25/05/25 – 26/05/25

INSET day – Monday 1st June

This means that children finish school on Thursday 21st May and return on Tuesday 2nd June.

Celebration!

Congratulations to the pupils who joined us for a special tea party to celebrate their excellent attendance in the last academic year.

We celebrate attendance in many ways at Hoole with whole class, whole school and individual certificates and our golden tickets. Every child who is in school every day each week receives a golden ticket in a half termly draw. This means that, even if a child is poorly one week, they can still accrue lots of golden tickets across each half term.

Punctuality & Attendance Crew (PAC)

Lots of children answered our job advert for new PAC members. There are lots of exciting plans being developed to support and promote attendance and punctuality in our school.

Last year, the PAC introduced half termly attendance certificates. We are looking forward to welcoming their contributions to enhancing our systems further. Good luck, PAC!