

Whitecote Primary School

Headteacher: Frances Stead

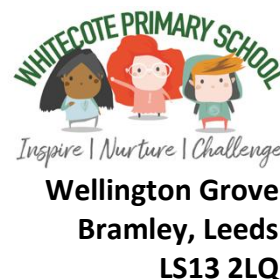
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Wednesday 16th September 2026

Dear Reception Parents and Carers,

As your child settles into life at Whitecote Primary School, we would like to take this opportunity to thank you for your support and to highlight the importance of good attendance and punctuality.

Starting school is an exciting milestone, and Reception is a crucial year in laying the foundations for children's learning, confidence, friendships and independence. One of the best ways to support your child's success is by ensuring they attend school every day and arrive on time. Our Attendance Team is always available to support families and help children develop excellent attendance habits from the very beginning of their school journey.

Why does attendance matter?

Children learn new skills, knowledge and routines every day. In Reception, learning happens through a carefully planned balance of play, exploration and adult-led activities, with each day building on the last. Missing school can mean missing important learning opportunities, making it harder for children to keep up and feel confident in their learning.

Regular attendance also helps children to:

- Build positive relationships with adults and other children.
- Develop confidence and independence.
- Establish routines that support learning and wellbeing.
- Feel settled, secure and part of the school community.
- Develop good habits that will benefit them throughout their education.

What does good attendance look like?

We want every child to attend school as often as possible.

- 100% attendance means a child has not missed any school days.
- 97-100% attendance is considered very good attendance.
- Attendance below 95% means a child has already missed a significant amount of learning time.

Whilst we understand that children will occasionally be unwell, we ask that holidays and non-essential appointments are arranged outside of school time whenever possible.

Every Day Counts

- A child with 97% attendance misses around 6 days of school each year.
- A child with 95% attendance misses around 10 days of school each year.

By attending school every day and arriving on time, children are giving themselves the very best chance to learn, make friends, build confidence and succeed. Good attendance, good habits and great learning start from day one.



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Arriving on time

Being on time is just as important as being in school.

The start of the day helps children settle into their classroom, greet their friends, develop their independence and begin learning positively. Arriving late can be unsettling for children and means they miss important routines and learning opportunities. By arriving on time each day, children begin the day feeling calm, confident and ready to learn.

Building good habits from the start

Good attendance and punctuality are habits that children learn from an early age. Establishing these routines in Reception helps children understand that school is important and supports them in becoming confident, resilient learners.

Simple routines such as:

- Having a consistent bedtime.
- Preparing school items the night before.
- Arriving at school on time each morning.

can make a big difference to your child's experience and success at school.

Working together

We know that good attendance is most successful when schools and families work together. If you are experiencing any difficulties that may affect your child's attendance, please speak to us. We understand that there can sometimes be barriers to regular attendance, and we are committed to supporting families wherever we can.

Our friendly Attendance Team is here to listen, offer advice and work alongside you to address any issues that may be affecting your child's attendance or punctuality. Whether you need support with morning routines, medical appointments, illness concerns or any other attendance-related matter, please do not hesitate to get in touch. The earlier we can work together, the better the outcomes for your child. At Whitecote, we believe that every day in school matters, and by working in partnership, we can ensure that every child has the best possible start to their educational journey.

Thank you for your continued support. Together, we can ensure that every child gets the very best start to their education and enjoys every opportunity to learn, grow and flourish at Whitecote Primary School.

Kind regards,

Frances Stead
Headteacher



Artsmark
Gold Award
Awarded by Arts
Council England

