



Headteacher:
Mrs K.A. Shilling

Selborne Primary School

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🌐 www.selborne.ealing.sch.uk



Inspire & Achieve

Monday 28th, September 2026

Attendance and Punctuality – High Expectations for the New Academic Year

Dear Parents/Carers,

As we begin the new academic year, we would like to remind all families of the importance of excellent attendance and punctuality at Selborne Primary School. Regular attendance is essential to ensure that children have the best possible opportunities to learn, make progress and achieve their potential. We therefore have high expectations for attendance and ask that children attend school **every day**, and **arrive on time**.

Please note that term-time holidays and non-essential appointments should not be taken during school time. Poor punctuality can also have a significant impact on a child's learning, and correspondence will be sent where there are concerns regarding late arrivals.

We closely monitor attendance and punctuality throughout the year. Where attendance begins to decline, parents/carers may receive correspondence from the school, and further action may be taken where attendance does not improve.

Please see the two attached posters, which provide further information about our attendance expectations, support available, thresholds and the actions that may be taken.

Thank you for your continued support in helping us to ensure that every child at Selborne has the opportunity to leave *Inspired* and able to *Achieve*.

Yours faithfully,

Miss Uddin

Year 4 Leader and Designated Attendance Lead





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SELBORNE PRIMARY SCHOOL

Good Attendance

Happy Children • Better Learning • Brighter Futures

1 Start the year positively

Help your child see school as a place where they belong, learn and have fun!



2 Build a consistent morning routine

Regular bedtimes, getting up at the same time and preparing school items the night before can make mornings easier.



3 Aim for every day, on time

Being in school every day and arriving on time helps children settle, learn and feel part of the class.



4 Avoid unnecessary absences

Including holidays during term time. Holidays must not be taken during term time; this can lead to fines from Ealing.



KEEP
SCHOOL
DAYS FOR
SCHOOL



5 Book medical appointments outside school hours where possible.



6 Talk to school early if attendance becomes difficult

If there are challenges affecting your child's attendance, please speak to Miss Uddin, the school's designated Attendance Lead, who can offer support and advice.



7 Celebrate good attendance and punctuality

We recognise and celebrate pupils' attendance through termly attendance certificates and a whole-school attendance competition, with winners announced during assemblies.



Let's work together
to give every child the best chance
to learn and succeed!





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Attendance Levels & Thresholds

Working together for your child's success



All children should aim for above 96%, ideally 100%.

Anything below this will trigger the actions below.



91-95%
Attendance level

Between 91-95% you will receive correspondence from the school (a letter, email or phone call about declining attendance levels).



Below 90%
(Persistent absentee)

Below 90% (persistent absentee) and below 50% (severe absentee)

you will receive further correspondence from the school:

1



A letter or email with your child's attendance and status as a persistent or severe absentee.

2



A face to face meeting will be held if the attendance does not improve.

3



An attendance contract may be put in place.

4



An attendance officer from Ealing and other agencies may be involved if an improvement with attendance is not made.



We will also make correspondence about poor punctuality (late arrivals).