

Yorkswood Primary School, Kingshurst Way, Kingshurst, Birmingham, B37 6DF

Telephone: 0121 468 4351 E-mail: enquiries@yorkswoodprimary.co.uk

Headteacher: Mr R Lawrence

Yorkswood Primary School – Attendance Matters

Dear Parents and Carers,

At Yorkswood, we believe that every school day counts. Being in school every day and on time is the best way to help your child succeed. Attendance is about much more than lessons – it supports your child’s learning, confidence, friendships and wellbeing.

We will be relentless in ensuring your child attends school and arrives on time. This means we will follow up with phone calls, letters and meetings if attendance or punctuality becomes a concern.

Why attendance matters

- Children who attend school regularly achieve more in reading, writing and maths.
- Missing just 10 days of school can reduce a child’s chances of success by around 25%.
- Every improvement counts – even small increases in attendance make a big difference.
- Good attendance leads to better learning, stronger friendships and greater confidence.

Punctuality

- School opens at 8:45am.
- Lessons begin promptly at 8:55am.
- Arriving late means children miss valuable learning and disrupt the start of lessons.
- Collecting children early has the same impact – learning time is lost.

If you believe your child needs to arrive late or be collected early, you must make an appointment with Mr Lawrence.

Reporting absence

- If your child is unwell, please call the school office on **0121 468 4351** before 9:30am.
- You must provide a clear reason for the absence – “unwell” is not sufficient.
- If your child has a medical appointment in the morning, please bring them to school beforehand and collect them at the time of the appointment.

Please note: children arriving after 9:25am will receive an unauthorised absence for the morning session. This will affect their attendance record and may lead to further action.

Attendance support

Our Attendance Team works closely with children, families and staff to improve attendance:

- Mr Rowe
- Miss Rose
- Miss Murphy
- Mrs Meakin
- Marie Chambers (Education Welfare Officer)

If attendance becomes a concern, you may be invited to meet with Marie Chambers. These meetings are supportive and provide an opportunity to discuss challenges and agree on strategies. If attendance does not improve, we will follow the legal guidance set out by Solihull Council.

Attendance Concern Process

Step 1	Phone call from Miss Rose or Mr Rowe
Step 2	Letter of concern sent home
Step 3	Meeting with Marie Chambers (Education Welfare Officer)
Step 4	Referral to Solihull Council and possible Penalty Notice

Working together

Good attendance is everyone's responsibility. We want to work in partnership with you to make sure your child does not miss out on important learning and the opportunities school provides.

If you have any questions or concerns, please speak to your child's class teacher or a member of the Attendance Team.

Yours sincerely,

A handwritten signature in black ink, consisting of a large, stylized initial 'L' followed by a horizontal line extending to the right.

Mr Lawrence
Headteacher

Mr Rowe
Deputy Headteacher