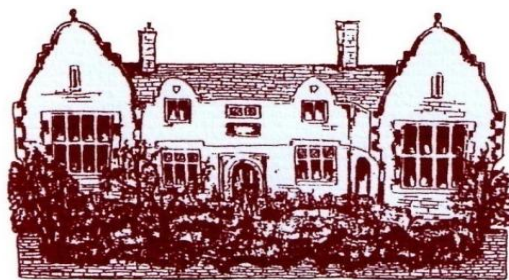


Headteacher
Mr S Farrington
BA (Hons)



The William Alvey CE School

Eastgate
Sleaford
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Tel: 01529 302772

admin@william-alvey.lincs.sch.uk
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10th September 2026

Dear Parents and Carers,

Good attendance and punctuality are essential to children's success at school. Every day matters. Regular attendance gives children the opportunity to learn, build friendships, develop confidence and make consistent progress.

Good attendance habits are also important life skills that will benefit children well beyond their time at the Alvey.

With this in mind, I would like to remind families of our expectations and explain how we monitor attendance and punctuality, and how we support families where difficulties arise.

The School Day and Punctuality

- **8.40am** – School gates open and children are welcomed into school.
- **8.50am** – Lessons begin. We ask that all children are in school by this time so that they can settle, begin learning promptly and make the most of the school day.
- **After 8.50am** – Children arriving after lessons have started will be reminded, in a friendly and supportive way, that learning is already underway.
- **9.00am** – The school gates close. Children arriving after this time must enter through the school office and will be recorded as arriving late after the close of registration.

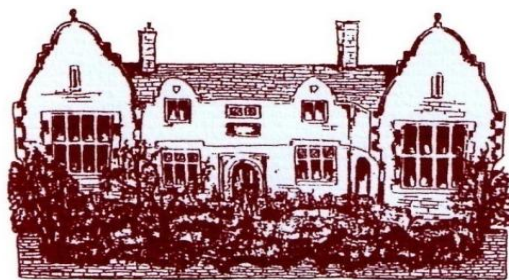
We recognise that occasional lateness can happen. However, repeated lateness can have a significant cumulative impact on a child's learning and can also make it more difficult for them to settle into the school day.

Where a child arrives after **9.00am on three occasions within a half term**, parents will receive a friendly reminder from the school. This is intended to provide an early opportunity to address any difficulties before they become a pattern.

If lateness continues, we will contact parents formally and offer support to identify any barriers and agree realistic targets for improvement.

Where there is a persistent pattern of lateness, this may become part of a wider attendance concern and could result in further formal action in accordance with our attendance procedures and local authority guidance.

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If you are experiencing difficulties with getting your child to school on time, please talk to us. We would much rather work with you to find a solution than allow a problem to develop.

Our Attendance Expectations

At the Alvey, we want every child to attend school regularly and punctually.

As a school, we aim for attendance to be **96% or above**. However, we recognise that illness and other unavoidable circumstances can affect attendance.

As a guide:

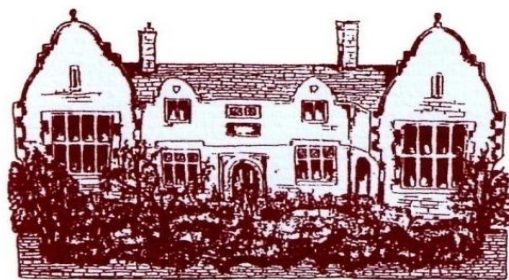
- **96% and above** – Good attendance. This gives your child the best opportunity to benefit fully from school.
- **90–95%** – Attendance is beginning to have an impact and should be monitored carefully. We will make parents aware if their child's attendance falls within this range.
- **Below 90%** – This represents a significant level of absence. We will look carefully at the reasons for absence and, where appropriate, work with families to improve attendance.
- **Persistent absence** – Under the national attendance framework, a pupil is classed as persistently absent when they miss **10% or more of their possible sessions**. This is an important threshold because absence at this level can significantly affect a child's education.
- **Severe absence** – Very high levels of absence require particularly urgent attention and may require a more intensive level of support.

The percentage alone does not tell the whole story. We consider the individual circumstances behind a child's attendance and will always seek to understand the reasons for absence before deciding what action is appropriate.

How We Monitor Attendance

Our Attendance Team – **Mrs Taylor (Pastoral Lead), Mrs Elliott (Office Manager) and myself** – regularly review attendance across the school.

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We look at patterns of absence and lateness, the reasons for absence, and whether there are any barriers that the school can help families to overcome.

Where there is a genuine and appropriate reason for absence, such as significant illness or medical treatment, this will always be taken into account.

Where attendance is causing concern, we use a graduated approach:

Step 1 – Early Support and Target

Parents will be contacted when attendance becomes a concern. We will explain the concern, discuss any relevant circumstances and, where appropriate, agree a target for improvement.

Step 2 – Attendance Meeting

If concerns continue, parents will be invited to meet with a member of the school attendance team. The purpose of the meeting is to understand what is affecting attendance and agree how school and home can work together to improve it.

Step 3 – Notice to Improve

Where attendance does not improve despite support, the school may issue a formal **Notice to Improve**, setting out the attendance concerns, the improvement required and the period in which improvement is expected.

Step 4 – Further Formal Action

If attendance continues to be unsatisfactory and the required improvement is not achieved, further formal action may be considered in line with the school's attendance policy, local authority procedures and national legislation.

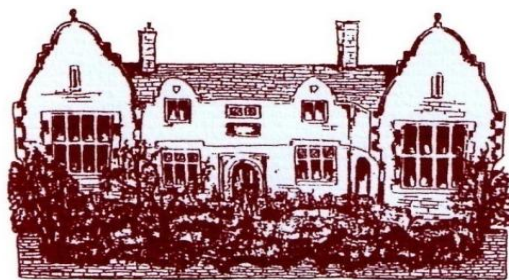
This can include a **Fixed Penalty Notice** where the legal criteria are met.

Step 5 – Legal Proceedings

In the most serious cases, continued unauthorised absence can ultimately result in legal proceedings.

Our intention is always to work with families at the earliest opportunity so that concerns can be addressed before matters reach this stage.

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Our approach is supportive, but it is also important that agreed actions and attendance targets are followed. Regular school attendance is a shared responsibility between school, parents and children.

The Difference Good Attendance Makes

I am pleased to report that the Alvey has maintained attendance **above the national average for a number of years**. Our children's academic outcomes have also consistently been above national averages across published outcomes.

We believe there is a strong relationship between regular attendance, high-quality teaching and positive outcomes for children.

These successes are not achieved by the school alone. They reflect the commitment of our parents and carers who make sure that their children attend regularly and arrive at school on time. They also reflect the determination of families who have worked closely with us when attendance has become difficult.

Thank you for your continued support and commitment to your child's education.

Every day really does matter. Every lesson matters. Every opportunity to learn matters.

By working together, we can give every child at the Alvey the best possible opportunity to succeed.

Yours faithfully,

Mr Farrington
Headteacher
William Alvey School