

Foxhill Primary School



Headteacher - Mrs S Thomason

1st May 2026

Dear Parents and Carers,

I am writing to ask for your full support in improving **attendance and punctuality** at Foxhill Primary School.

Our school day begins promptly at **8.45am** and finishes at **3.15pm**. Registration and morning work take place from **8.45am to 9am**, followed immediately by core lessons. This means that children who arrive late are not simply "a few minutes behind" — they are missing the very start of the school day, including vital routines, settling time and early teaching.

Attendance matters. The government defines persistent absence as missing 10% or more of possible sessions, which means attendance falling below 90%. In a standard school year of 190 days, that equates to 19 days missed — almost four full weeks of learning. Currently, our persistent absence stands at 12% of pupils - which we must strive to improve.

The impact of lateness is also very serious. At Foxhill, the school week amounts to 32.5 hours. A child who is 10 minutes late every day misses 1,900 minutes of learning over a school year — that is 31 hours and 40 minutes, which is almost a full week of school. A child who is 15 minutes late every day misses 47.5 hours of learning, and a child who is 30 minutes late every day misses 95 hours — almost three full school weeks. Even 5 minutes late each day adds up to more than two school days across a year. **These are not small losses; they quickly become significant gaps in learning.**

Please make sure your child arrives at school **on time, every day**, ready to learn. Children should be in school at 8.45am, not arriving at that time. If your child is late, they must be signed in at the school office. If a child is very late, this may be recorded as an absence for that session.

Where attendance or punctuality becomes a concern, the school will contact families to discuss this and offer support. However, we must also be clear that schools are expected to monitor attendance closely, and where unauthorised absence continues, further action can be taken. The Department for Education's statutory guidance is clear that schools and local authorities should intervene where attendance support is not engaged with or is not successful.

We know that some families face genuine challenges, and where that is the case we want to work with you. But as a school we also have a duty to be absolutely clear: **every day counts, and every minute counts too.** Thank you for your support in ensuring that your child attends school regularly and arrives on time.

Yours sincerely,

Sarah Thomason

Headteacher

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