

Holly Hill Primary School

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Wednesday 7th January 2026

ATTENDANCE AND PUNCTUALITY – YEAR 6

Dear Year 6 Parents and Carers,

I am writing to address an important matter concerning attendance and punctuality within our Year 6 year group.

ATTENDANCE ISSUES

Our recent monitoring has revealed some significant challenges that require our collective attention and support.

Currently, **30% of our Year 6 children are classified as persistently absent**. To put this into context, every other year group has less than 10% of children classified as persistently absent.

96% is the target for good attendance and currently only 15 children out of 47 children in total, are in this category.

PUNCTUALITY ISSUES

Punctuality is also causing us concern. Arithmetic in Y6 is taught every day between 8.50 and 9.20am so children arriving after or during this time, are missing vital learning. There is a SATS paper dedicated entirely to arithmetic in May and this is worth a third of the overall Maths marks. Children late are also interrupting everyone else's learning time as the classroom is already calm, quiet and teaching has started.

There are currently 112 incidents of lateness in Y6 alone since September totalling 1360 minutes of lost learning time.

WHAT CAN WE DO?

We want to be able to work together with families to be able to resolve this issue.

We have spoken to the children to gather their thoughts. Lots of children talked about experiencing difficulties with sleep and feeling tired, which impacts their ability to arrive at school on time. I'm sure we all recognise that establishing good routines now is vital, not just for their immediate learning, but as preparation for the transition to secondary school.

We have been proactive in exploring solutions, including developing new reward strategies to encourage improved attendance and punctuality for our Year 6s and have consulted with the children about the sorts of things they would like to see as rewards. **However, we cannot achieve this**

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without strong parental partnership. Your support is essential in helping children develop consistent morning routines and understanding the long-term importance of regular school attendance.

I hope that the data I have included highlights why I felt it was necessary to write this letter and make you aware of this issue. Good attendance is vital to ensure that children have every opportunity to learn and achieve their full potential. In Year 6, the curriculum content must have been mostly covered by the beginning of May when SATs take place so learning time is even more precious.

We completely understand that illness and some absence is unavoidable and I do not want children who are unwell feeling under pressure to attend. But it is important to ensure that children attend punctually on all the days that they possibly can. We will continue to monitor closely and will contact parents directly when we feel that this continues to be a concern in individual cases.

Thank you for your support with this extremely important matter,

Yours sincerely,

Mrs. Leanne Steed
Head Teacher