
Salisbury Primary School – 2026/2027

Welcome to the new school year

We are writing to you to outline our school expectations regarding attendance and punctuality. Regular and timely attendance is a critical factor in your child's academic success and overall development.

Why attendance is important

- **Academic progress:** Studies show a direct link between regular school attendance and higher academic achievement. Frequent absences can lead to gaps in learning that are difficult to overcome.
- **Social and emotional development:** School is an enriching environment where students learn vital social skills, build friendships, and gain confidence.
- **Building life skills:** Being on time and attending school every day instils the habits of responsibility and discipline that are essential for future success.

Attendance policy

This is available on our school website and provides a detailed overview of school procedures and practices.

- **Punctuality:** The school day begins at 8.40am and the gates are closed at 8.55am. This allows plenty of time for dropping off children at ease. Please ensure your child arrives at school on time and prepared to learn. Lateness disrupts your child's learning and that of other pupils.
- **Reporting an absence:** If your child is unable to attend school, you must notify the school office by 9.30am, on each day of absence. For verification purposes, you should state the reason for the absence.
- **Authorised absences:** Absences are only authorised for valid reasons, such as illness, medical appointments, or family bereavement. Medical or dental appointments should be scheduled outside of school hours whenever possible.
- **Unauthorised absences:** The school consider certain reasons for absence unauthorised, which may include arriving later after registration, holidays during term time. Absences without a valid reason will be recorded as unauthorised and may be subject to further action / legal intervention.
- **Monitoring attendance:** We closely monitor every pupil's attendance. Our school-wide goal is for all pupils to achieve and maintain at least 95% or above attendance. If your child's attendance falls below that percentage, you will be contacted and we will request a meeting to discuss the situation and identify potential support.

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How Parents/Carers can support

- **Establish a routine:** Encourage a regular bedtime and morning routine to help your child get to school on time and ready to learn.
- **Communicate with us:** If you are experiencing any issues that make it difficult for your child to attend school regularly, please contact us immediately. We can work together to provide support.
- **Reinforce the message:** Talk to your child about the importance of regular attendance and how it helps them succeed in school and life.

Rewards and Strategies to improve attendance

- Pupils are encouraged regularly around school and rewarded throughout the year for both individual and class attendance.
- Parents / carers are informed weekly via text with updates and newsletters are sent home half termly.
- All updates and newsletters are available on the school website
www.salisbury.walsall.sch.uk/parents/attendance

We are committed to working in partnership with you to give your child the best possible education. If you or your child is experiencing difficulties that make attending school challenging, please contact us immediately. The sooner we are aware of any barriers to attendance, the sooner we can provide support and work together to find solutions.

Thank you for your continued support

N. Matharu

Mrs N. Matharu
Executive Headteacher