



ST. BENEDICT'S

CATHOLIC PRIMARY SCHOOL

COPY LANE, NETHERTON, BOOTLE, MERSEYSIDE, L30 7PG

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Headteacher Mr M Phillips

February 2026

Dear Parents and Carers,

We are writing to highlight the importance of good attendance and punctuality, as both play a big part in helping children feel confident, settled and ready to learn at school, and to thank you for your continued support in ensuring that your child attends school regularly and arrives on time.

Regular attendance is one of the strongest factors in a child's success at school. Each day missed can affect learning, confidence and friendships. Likewise, arriving late can be disruptive to your child and to the class, as valuable learning time at the start of the day is lost.

To support families in understanding the impact of absence and lateness, we have included the government attendance and lateness charts with this letter. These charts clearly show how even a small amount of time missed can add up to a significant loss of learning over the school year.

We kindly ask that you:

- Ensure your child attends school every day unless they are genuinely unwell.
- Make medical and dental appointments outside of school hours wherever possible.
- Support your child to arrive at school on time each day.
- Inform the school as soon as possible if your child is unable to attend by calling or leaving a voice message.

Children receive 2 attendance marks each day, the register will be taken at 9am then again immediately after lunch. If the child is not present for that session they will receive an appropriate mark. Medical appointments (where proof is given) and illness is an authorised absence but will still affect their attendance. If you do not advise school of the specific reason for your child's absence you will receive a text or call. If there is still no valid reason given your child will be given an **O** – other unauthorised mark.

If your child has a minor illness such as a cough, cold, headache or generally feels unwell but starts to feel better as the day goes on, please bring them in for their afternoon mark.

Gates and class doors will close at 9am, after this, children will have to come in via the main office. If a child comes in between 9 – 9:30am they will be marked as **L** - late, anything after that will be a **U** – unauthorised/missed session mark.

We understand that there may be times when difficulties arise. If you are experiencing challenges that are affecting your child's attendance or punctuality, please contact the school office or your child's class teacher. We are here to work with you and offer support.

Thank you for your continued partnership in helping every child to achieve their full potential.

Yours sincerely,
Mr M Phillips
Headteacher
St Benedict's Primary School

Every School Day Counts



Every Minute Counts

LATENESS = LOST LEARNING

(Figures below are calculated over a school year)

5 Minutes late each day	3 days lost!
10 Minutes late each day	6.5 days lost!
15 Minutes late each day	10 days lost!
20 Minutes late each day	13 days lost!
30 Minutes late each day	19 days lost!

Be at the
classroom on
time and ready to
learn!