

October 2026

Dear Parents/Carers

ATTENDANCE AND PUNCTUALITY WEEK

This letter is to inform you that the **week commencing Monday 2nd November** will be our next Attendance and Punctuality monitoring week at Vaughan. The current whole school attendance as at Friday 9th October is 96.1% which is good in comparison with the national average of 95.6%. However, we have noticed through our weekly attendance monitoring that some children's attendance and punctuality is not as good as we want it to be, and falls below the school's and governments expectations.

At Vaughan Primary we take attendance and punctuality seriously as we believe that in order to facilitate teaching and learning, good attendance and punctuality is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

There is a minimum standard of 96% attendance set out by the government. Therefore, any student that has attendance below this is deemed as having poor attendance. Research has shown that students with less than 90% attendance will perform significantly less well in their assessments and formal qualifications due to missed learning.

Our school, while acknowledging that each family's circumstances are different, is dedicated to the education of all our pupils and believes regular attendance and punctuality throughout the year is essential to every pupil's success and fulfilment. We know that absence affects pupil's learning, and so we actively promote and encourage attendance for all our pupils, and discourage all unnecessary absences, including those taken for holidays during school time.

For every child who is present and arriving at school on time (before 8:50 am), during our Attendance and Punctuality Week, will be entered into a raffle with the opportunity to win a £20 Amazon voucher, with the draw awarding one prize per year group. In the achievement assembly, prizes will be awarded to celebrate excellent attendance. We will report on the impact of the Attendance and Punctuality week in the end of term newsletter in December.

Please ensure your child is in class by 8:50 am at the latest during this week (and every week). Thank you in advance for your support in instilling good behaviours in relation to attendance.

Yours sincerely

MRS KATY HINSON**Assistant Headteacher with Responsibility for Inclusion**