



Ordsall Primary School

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Play, Learn and Grow...Together!

Tuesday 12th May 2026

Dear Parents/Carers,

Attendance Expectations at Ordsall Primary School

At Ordsall Primary School, we are committed to ensuring every child has the very best opportunity to succeed. One of the biggest factors in helping children achieve their full potential is good attendance at school.

We are writing to remind all families of the importance of regular attendance and punctuality. Every school day matters. Missing school can have a significant impact on children's learning, friendships, confidence and wellbeing. Even occasional absences can quickly add up and make it harder for children to keep up with learning.

Our school attendance target is 96% and we ask all families to work with us to help children attend school every day unless they are genuinely unwell.

As part of promoting positive attendance, we continue to celebrate and reward good attendance in school. Children have opportunities to receive:

- Weekly class attendance recognition
- Attendance certificates and rewards
- Special prizes and raffles, including our attendance prize draws

We know that these incentives are popular with the children and help encourage strong attendance habits.

We would also like to remind parents that holidays during term time will not be authorised. Family holidays do not fall under exceptional circumstances and should be taken during the school holidays.

Unauthorised holidays may result in a Fixed Penalty Notice being issued by the Local Authority, particularly where a child's attendance is already below the school target of 96% or where the requested holiday would cause their attendance to fall below 96%.

Under the national framework:

- A penalty notice can be issued for 5 days (10 sessions) or more of unauthorised absence within a rolling 10-school-week period.
- This can include holidays taken during term time without authorisation.

We appreciate the support that the vast majority of families already give in ensuring children attend school regularly and arrive on time each day. By working together, we can continue to ensure that every child can Play, Learn and Grow Together.

If you are experiencing difficulties with your child's attendance, please contact the school office so we can work together to offer support.

Thank you for your continued support.

Karl Hopkinson

Headteacher