Headfield C E (C) Junior School

Achieving Believing Together

For with God nothing shall be impossible Luke 1:37

Headteacher: Mrs Louise Brown

Thursday 16th July 2026

Dear Parents and Carers,

As we close our doors on another exciting year of learning, discovery and growth, we want to take a moment to highlight two of the most powerful ingredients for your child's success: regular attendance and consistent punctuality. From the 1st day back in September for pupils, Wednesday 2nd September 8.30am, school will be taking a very strict approach to attendance and punctuality, with implications for your child/ children and I wanted to share our intentions with you.

Why Attendance and Punctuality Matter

Every single day in school is a carefully planned step in your child's educational journey. When a pupil is absent or arrives late, they don't just miss lessons—they miss social interactions, morning routines and the critical momentum that builds confidence.

Did you know?

Arriving just 15 minutes late every day adds up to almost **two weeks of missed learning** over the course of a school year. Similarly, an attendance rate of 90% sounds high, but it actually means your child is missing half a day of school *every single week*. Our current attendance figures fall in the lowest 20-30% of all schools nationally and are also below average for all primary schools in Kirklees.

Our Key Expectations

To help us give your child the best possible start to every day, we ask for your support with the following routines:

- **Start Times:** School begins at 8.30am with learning taking place for all children from this time. There is NOT a slow start to the day -we maximise every minute.
- **Arrival Times:** Our school gates open at **8.20 am** for children to make their way into class and close promptly at **8.35am.**
- **Reporting Absences:** If your child is too unwell to attend school, please notify the school office by phone or email by **8.30am** on the first morning of their absence.
- **Appointments:** Whenever possible, please schedule medical, dental, and optician appointments outside of school hours or during school holidays. If an appointment during the school day is unavoidable, please provide a copy of the appointment card/letter to the office in advance.
- **Family Holidays:** In line with national guidelines, family holidays cannot be authorised during term time. Please plan trips during official school breaks to avoid disruptions to your child's progress.

What will happen in September if your child is late?

- They will miss the whole of their morning playtime to complete the Maths arithmetic work they missed at the start of the day.
- If a child fails to attend their morning playtime payback they will miss their lunchtime.
- This will happen every day that they are late.
- Parents/ carers will be issued with a penalty notice if they fail to ensure their child arrives on time each day.

We Are Here to Support You

We understand that every family experiences challenges from time to time. Whether it's morning routine hurdles, transport issues or anxiety about coming to school. If you are struggling to get your child to school on time, please reach out to us. Our staff team is always here to listen, offer practical advice and work together with you to find a solution that works for your family.

Please set off from home to school in plenty of time in September. We all know how bad the traffic is on a morning and every parent/ carer is responsible for getting their child into class by 8.30am. If you need to leave home earlier, please plan to do that, giving you sufficient time.

Thank you for your continued partnership, trust and commitment.

Kind regards

Mrs Brown

Headteacher

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