



Beeston Primary School

Town Street, Leeds, LS11 8PN

“Engage, Enjoy, Enrich, Excel”

23rd February 2026

Dear Parent/Carer,

Important Update: Attendance Monitoring Process

At our school, we are committed to ensuring that every child receives the best possible education. Our school attendance threshold is 96%, which represents the minimum level of attendance needed for children to make expected progress in all areas of school life. Good attendance provides the foundation for academic success, personal development and future opportunities.

Attending school is vital for your child’s learning and wellbeing. When children miss school, they miss important teaching, as well as the social experiences that help them grow. Coming to school every day helps children build strong routines and positive habits that support confidence and steady progress. It also gives children regular opportunities to develop friendships, communication skills and emotional resilience. In the long term, good attendance opens up better choices for further education, training and future employment.

To help promote excellent attendance, we are introducing a clear **four-stage monitoring process** that will support families; improve attendance across the school, and strengthen the partnership between home and school.

Attendance Monitoring Stages:

Stage	Description
Stage 1 Initial Concern	If a pupil’s attendance falls below the school threshold of 96% , an Initial Concern letter will be sent via email to parents/carers to highlight the importance of good attendance and to encourage early improvement.
Stage 2 Ongoing Concern	If attendance continues to remain below 96% and further absences occur, an Ongoing Concern letter will be issued. Parents/carers will receive a telephone call requesting additional information to help school understand any barriers to regular attendance and also to discuss any tailored support that is necessary.
Stage 3 Serious Concern and Monitoring	If attendance shows little or no improvement, the pupil has 10 unauthorised absence sessions , and attendance remains below the expected level, a Serious Concern – Fast Track letter will be issued. The pupil will begin a 4-week monitoring period , during which 100% attendance is required unless supported by medical evidence. After 20 school days , if the pupil’s attendance has not improved, parents/carers will be invited to a School Attendance Panel meeting. Following this meeting, attendance will be monitored for a further 20 school days . Further information about the Local Authority Fast Track Process can be found on our school website: https://www.beestonprimaryschool.co.uk/attendance/
Stage 4 Notice to Improve and Possible Referral	If further unauthorised absences occur during the 20-day monitoring period, parents/carers will receive a Notice to Improve letter , and the child will be monitored for an additional 20 school days . If unauthorised absences continue during this stage, the school may refer the case to the Local Authority Attendance Team, and a Fixed Term Penalty Notice may be issued . Parents/carers will be informed before any referral is made.

Headteacher: Mr. N. Edensor

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www.beestonprimaryschool.co.uk



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How You Can Support Us:

We ask for your continued partnership in supporting your child to attend school regularly and on time. You can help by encouraging your child to attend every day, arrive punctually, and by reporting any absence to school before 8:40am, including a clear explanation of the reason for their non-attendance. It is also important that you inform school of any changes or concerns that may affect your child's wellbeing or attendance. Please contact school to discuss these matters confidentially. We value parents and carers attending meetings, staying engaged with their child's learning, and maintaining regular communication with us.

We kindly remind families that holidays should be taken outside of term time. Headteachers are only permitted to authorise term-time leave in exceptional circumstances. Wherever possible, please arrange medical or dental appointments at the beginning or end of the school day to ensure your child does not miss a full day of learning.

Working Together:

We want every child to achieve their full potential, and strong home-school communication plays a vital role in this. If you have any worries about your child's attendance, need support, or would like to discuss their situation, please contact us at any time. Talking early means we can work together to identify and remove any barriers.

We believe that this updated attendance process will strengthen the support we offer, maintain high expectations, and help all our pupils achieve positive outcomes.

Thank you for your continued cooperation and partnership. If you have any questions or need assistance, please contact a member of the Attendance Team on:

- Telephone – (0113) 2716978 (Option 1)
- Mobile - 07891 274264
- Email - attendance@beestonprimary.org

Yours sincerely,

Mrs S Knowles
Pastoral Leader/Designated Safeguarding Lead