



Hallam Primary School

Company registration number: 7697171

Telephone: 0114 2304430

Fax: 0114 2309565

E-Mail: enquiries@hallam.sheffield.sch.uk

Headteacher: Mrs J Ramsden

Chair of Governors: Mr A Matthews

5th March 2026

Dear Parents and Carers,

We hope this letter finds you well.

We are writing to share that we are making a few small adjustments to our attendance strategy, as outlined in the attached poster. Our goal is to ensure every child has the best possible start to their day, continues to thrive at school, and reaches their full potential.

We are aiming for 98% attendance across the school. We know that every child's circumstances are unique, and we truly appreciate the efforts families make to get their children to school each day. Regular attendance is so important because every day of learning helps children build essential skills, spark their curiosity, grow socially, and maintain positive mental health.

Being in school consistently also gives children the best preparation for their next steps—whether moving up to the next year group, taking on new challenges, or achieving milestones in their learning journey. Every day counts, and your support makes a real difference in helping them thrive.

If you have any questions or need guidance regarding your child's attendance, please feel free to contact our phase leaders:

- EYFS: Mrs Hurst
- Years 1 & 2: Miss Atherton
- Years 3 & 4: Mr Fielding
- Years 5 & 6: Miss Hudson

Alternatively, you can reach out directly to our Attendance Lead, Mrs Hughes, who will be happy to provide support and advice.

We absolutely love having every child in school each day and are so grateful for your ongoing partnership in supporting their learning, growth, and happiness.

Thank you for helping us make our school a welcoming, engaging, and nurturing place where every child can flourish.

Warm regards,
Stacey Hughes



**Artsmark
Gold Award**
Awarded by Arts
Council England



HALLAM PRIMARY WHOLE SCHOOL ATTENDANCE

Every Day Matters ● Every Child Counts ● Every aspiration achieved



Why Attendance Matters...

Regular attendance:

- ✓ Supports strong academic progress
- ✓ Builds positive friendships
- ✓ Develops confidence and resilience
- ✓ Promotes good routines and wellbeing
- ✓ Prepare Children for the next stages in their life

Our Commitment at Hallam....

At Hallam, we will:

- Create a positive learning environment
- Meet and greet children at the door each morning
- Provide rich and exciting learning opportunities
- Work in partnership with families to support attendance

Below 96%...

When attendance falls below 96%:

- School will contact families by letter
- We will discuss any barriers to attendance
- Support and strategies will be explored to improve attendance

Below 90%...

Attendance below 90% is considered a serious concern.

At this stage:

- A Stage Two letter will be issued
- Regular review meetings will be arranged
- Targeted support plans will be put in place
- Attendance will be closely monitored

Supporting Children with Additional Needs

We recognise that, for some children, difficulties with attendance may be linked to mental health needs or Special Educational Needs and Disabilities (SEND). In these instances, the Phase Leader will work closely with your child and family to develop a personalised plan. This plan will focus on creating a positive, supportive experience around attendance and ensuring the right support is in place to help your child feel safe, confident and ready to learn.

We are committed to working in partnership with families to remove barriers and promote successful attendance for every child.