

Friday 17<sup>th</sup> October 2024

Dear Parent and Carers,

## Focus on Supporting Good School Attendance

As we are nearing the end of the first half term, we continue to focus on attendance and how we can ensure all our pupils are in school as often as possible. Regular attendance is crucial for your child's academic success and overall well-being.

At St Mary's, we have high aspirations for all our pupils and expect them to be in school every day they can be.

## Why Attendance Matters

**Learning Continuity:** Regular attendance ensures that your child is included in important lessons, activities and opportunities.

**Social Development:** Being in school helps your child build strong relationships with peers and teachers.

**Future Success:** Consistent attendance sets a positive pattern for future education and employment.

## Our Attendance Expectations

- All pupils should be in school on time every day the school is open
- Notify us as soon as possible if your child is unable to attend school
- Ensure medical and dental appointments are arranged outside school hours wherever possible
- Work with us if your child is experiencing barriers to attendance so we can put the right support in place
- Holidays are not taken during term-time

Please see our [attendance policy](#) for further information.

## Unauthorised Term-Time Leave

Children have a protected right to full-time education. Parents have a legal duty to ensure their child attends school regularly.

In line with statutory guidance, St Mary's will not authorise any requests for term-time leave unless the circumstances are both exceptional and unavoidable. Any unauthorised leave that meets the national threshold is likely to result in parents being issued with a [penalty notice](#).

## **A Support First Approach**

If your child is experiencing barriers to regular attendance, we will work with you so the right support can be offered and those barriers overcome. Where needed, we will also work with other services and the Local Authority to ensure the right support is available.

## **How You Can Help**

**Set a Routine:** Establish a consistent morning routine to help your child get to school on time.

**Stay Informed:** Keep track of term dates to ensure your child is in school when they need to be. You can find these on the [website](#).

**Communicate:** Let us know if your child is facing any challenges that may affect their attendance by calling 422691.

**Collaborate:** Work with us and engage with support to help your child attend regularly.

We are committed to supporting you and your child. Together, we can create an inclusive, positive and productive learning environment for all children.

## **Attendance and the Law**

Where there are barriers to attendance, we will always aim to resolve them through support and collaboration before considering legal intervention.

Where necessary, however, St Mary's will take action to protect a pupil's right to their education. This may include the issue of a penalty notice or legal action being taken.

If you are worried about your child's attendance or feel there is something we need to be aware of, please contact us on 01278 422691.

Thank you for your continued support.



Mrs Caroline Layton  
Deputy Head Teacher and Attendance Lead