

ATTENDANCE NEWSLETTER

SPRING 2026

As always, thank you to our families for continuing to work with us to ensure that all children have the best possible attendance.

APPOINTMENTS

We kindly ask for your support in ensuring that pupil learning time is protected. Please arrange medical and other appointments outside of the school day—either after school or during the school holidays. We understand that some appointments are unavoidable, but frequent absences during lessons can disrupt your child’s progress and the rhythm of the school day. By scheduling outside of school hours, you help us maintain continuity and give your child the best chance to thrive. .

HONESTY AND INTEGRITY

- Being open and honest about your child’s absences—including holidays—is key to building trust and supporting their learning. Clear communication helps us keep accurate records, plan for missed work, and offer the right emotional support when they return. Our Inclusive Attendance ethos means every child is warmly welcomed back and checked in with, but this can only happen when we understand the reason for their time away.

PUNCTUALITY REMINDER

8.35 gate opens

8.50 gate closes

*** Although children are not classed as late until 8:50am, they are missing the start of the school day which includes feedback on the previous day’s learning, wellbeing check in, basic skills such as handwriting lessons.

Absences this academic year

Days of learning lost to:

- holidays:.....73
- illness:665.8
- other unauthorised:..... 334
- medical appointments:..... 120

Minutes lost to:

- lates:9,827
- Lates after registration has closed:..... 673



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REMINDER ABOUT ABSENCE PROCEDURES

- Please inform the school office before 8:45 am if your child will be absent from school using the Studybugs app - which can be found on the Play Store or the Apple Store.
- If you have not contacted school, Mrs Buckley will contact you to find out the reason for absence.
- If your child is late you must come into the school office with your child and record the reason why on a late form.
- If your child has a planned medical/urgent appointment, email our attendance officer, Mrs Buckley on absence@stfranciscatholicprimary.com and attach evidence of the appointment. We ask this is received a week in advance.
- Please arrange appointments outside of school hours where possible
- Please ensure you arrange all holidays out of term time. As per the DfE guidelines, we do not authorise holidays during term time.



SUPPORT FROM SCHOOL*

Where possible school will offer support to you and your child around attendance difficulties. This is through our multi-tiered approach to support.

PHONE CALLS FROM SCHOOL

Mrs Buckley may call you or request a meeting with you to talk about your child's attendance and any difficulties you or your child may be facing. These are supportive and we encourage our families to engage with us in this way so that your child can have the best possible attendance.

#miss school #miss out

Planned activities for the Spring Term:

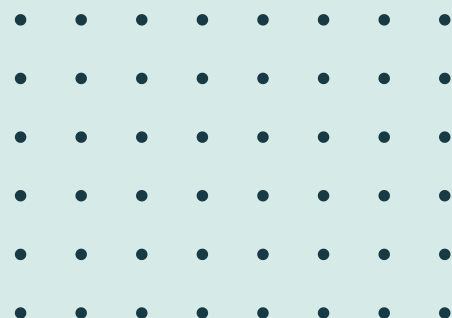
Year 5 Class Mass
Year 4 Class Mass
KDJA Workshops for Years 5 and 6
Year 6 Bring and Buy
Safer Internet Day
Non Uniform Day
Year 3 Stone Age Day at Kent Life
World Book Day
PTA Mother Day event
Science Week
Reconciliation Service Years 4, 5 and 6
Maidstone Magistrates Year 6
Big CAFOD Lent Walk
Arts Week
class photos
Holy Week
Stations of the Cross

Contact Information:

phone: 01622 771 540

email:

absence@stfranciscatholicprimary.com



Multi-tiered support

Spring 2026

