

# ATTENDANCE NEWSLETTER

SPRING TIME 2026

As always, thank you to our families for continuing to work with us to ensure that all children have the best possible attendance. Warmer and brighter days are on the way and hopefully the terrible bugs that we have seen over the last few weeks are on their way out. We continue to support your child through minor illness and remind you that we are able to give Calpol in school where needed. We will always phone for permission before administering any Calpol.



## A GENTLE REMINDER ABOUT TERM TIME HOLIDAYS

Term time holidays are not authorised and we strongly advise against taking a holiday during term time. Children miss vital learning across a range of subjects. Please be aware of the Educational Penalty Notice information on our website.

## PUNCTUALITY REMINDER

8.35

gate opens

8.50

Gates close. Pupils are now late and must be signed in at the office by an adult with a valid reason given.

\*\*\* 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:.....204
- illness: .....3,050
- other unauthorised:..... 919
- medical appointments:.....208

Minutes lost to:

- lates: .....14,992
- Lates after registration has closed:..... 3,449



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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.
- Mrs Buckley will continue to contact you each day that your child is absent.
- 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](mailto: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:

Forest School  
KS1 writing parent workshop  
KS2 writing parent workshop  
Jane Goodall workshop for Year 2  
multiplication check - Year 4  
SATs for Year 6  
Year 6 residential

Some of the things our children say they would miss out on if they were absent from school...

OPAL play  
football on the field  
mission ties  
seeing friends  
learning maths

Contact Information:  
phone: 01622 771 540

email:  
[absence@stfranciscatholicprimary.com](mailto:absence@stfranciscatholicprimary.com)