



St Matthew's CE Primary School

Weekly Attendance Newsletter



Attendance Team

Miss Henry
Ms Burton
Mrs McDonald

School Times

Gates open: 8.40am
School Starts: 8.50am
Gates close: 9.00am

Gates open: 3.10pm
School ends: 3.20pm
Gates close: 3.35pm

Doors open: 8:50am

Parents are responsible for the safety of their children until doors open and their child is in the school building.

Register closes: 9am

Any children arriving after 9am will need to sign in at the Front Office where they will be marked late (L).

Unauthorised Late: 9:30am

Any children arriving after 9:30am will be marked in as an unauthorised absence (U). This affects their full morning attendance mark.

UNAUTHORISED REASONS FOR ABSENCE

A cough, the common cold, birthday treat, tiredness, meeting relatives, sibling unwell, new baby, Mum/Dad unwell, holidays, too hot, not being able to bring your child to school. We do ask for more information other than just 'unwell'.

MY CHILD IS GENUINELY ILL

If your child is genuinely ill then, of course, they will need to remain at home. Please contact the school office before 8:50am to leave a message on our answerphone service or on school spider, with an absence reason that details the reason for their absence.

Year Group	Nur	Rec	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Attendance	98.9%	98.4%	98.3%	93.3%	98.9%	96%	94.8%	98.4%
Late Marks	0	0	5	10	6	4	4	1

A new year and a new start!

This academic year marks a renewed commitment to improving attendance. With our updated policy, we are focusing on early intervention, stronger partnerships with families, and clear expectations.

Every child deserves full access to education, and we are here to support that journey. From daily monitoring and first-day contact to rewards like the 'Strive for 35', we are celebrating success while addressing persistent absence with targeted support—and, where necessary, further support from the Local Authority to help in more ways.

Together, we can ensure every pupil is present, engaged, and thriving. Let's make this year our best yet!

Welcome Back!

Hello and welcome to the first issue of the Attendance Newsletter.

Every single day we talk about the importance of attendance in school – and we really care!

Currently, we have just started the year above the national average of 95% with our attendance currently sitting at 97.4%!

A big 'thank you' to all of the parents who have been working together with us to ensure our attendance remains good.

Attendance Rewards

We do this in many ways each week!

Individual – **Strive for 35** – daily prize
Individual – **100% Wheel** – book prize
Whole Class – **best class attendance** – half termly surprise treat
Whole Class – **above 95%** – movie afternoon
Whole School – **Strive for 35** – prizes

We do so much to promote good attendance at St Matthew's because **every moment matters!**

Whole School Attendance %

97.4%

Whole School Persistent Absence (PA) %

9.2%

National Average Attendance %

94.7%

National Average Persistent Absence (PA) %

13.9%

Absence Letters

In accordance with our attendance policy, we will send out letters to parents regarding any children that have been absent from school for 4 or more days. All absences count towards the number of days your child is out - regardless of whether they are authorised or not. Please contact Ms Burton or Miss Henry if you wish to discuss how we can work together to improve your child's attendance.