



ATTENDANCE NEWSLETTER

St Martin's Catholic Primary school

Spring term 2026

Where Children Love to Learn and Learn to Love

Dear Parents and Carers,

We hope that this newsletter finds you well.

Our attendance this academic year to date is 93.24%, and we hope to work with our families to ensure percentages continues to increase. Many congratulations to all of our pupils and families who strive to attend school every day. Please keep up the good work!

Our approach:

We are seeking your full support in ensuring that your child attends school every day and on time. We are always pleased to work with parents and carers to look at barriers to children attending school every day and we are committed to improving attendance at St Martin's Catholic Primary.

Poor attendance at school is the greatest barrier to learning that our pupils experience and limits opportunities for learning and achievement, as well as preventing personal growth and development, both socially and emotionally.

ATTENDANCE MATTERS!

PENALTY NOTICES:

Penalty notices for unauthorised absence from school are £160 per child, per parent. The amount will be reduced to £80 if paid within 21 days.

Each parent will only get up to 2 fines for the same child in a 3-year period.

If you get a second fine in 3 years it will be £160. If you do not pay the fine in 28 days, you will be taken to court. If your child is off school 3 or more times within the 3 years you will not be fined but taken to court.

A parent may be issued with a notice to improve if their child's absence is unauthorised, and they miss 10 sessions (5 days) or more. A parent has 30 school days (6 weeks) to improve their child's attendance. Should there be any further unauthorised absences during this period, a penalty notice will be issued.

Any holidays taken in term time with be **UNAUTHORISED.**

Attendance so far:

September 2025 – April 2026

CLASS	ATTENDANCE
Nursery	81.82%
Rec	95.77%
Y1	92.2%
Y2	93.2%
Y3	90.46%
Y4	95.41%
Y5	92.31%
Y6	94.04%
Whole school	93.24%

Well done to the pupils who have had 99% or 100% attendance so far this year :

Reception – pupils	9
Year 1 – pupils	3
Year 2 – pupils	1
Year 3 – pupils	5
Year 4 – pupils	2
Year 5 – pupils	2
Year 6 – pupils	4



Attending school every day is really important for our pupil's mental health and wellbeing.

We understand that some children / classes have been affected by illness and this can't be helped. Please continue to keep us updated on individual circumstances.

The Legal Stuff: Attendance is important for all areas of your child's development and because the law requires it! As a parent you are legally responsible for making sure your child gets a full-time education. This means registering your child at school and making sure they attend every day!

Medical evidence will be required for any long term absences.



Important reminders:

Doors open at 8.40am and gates close at 8.50am. **This means lessons start at 8.50am.** Please ensure your child arrives at school on time. If your child is going to be absent due to sickness please contact the school office before 9.00am via the school app or telephone. If we have not heard from you by 9.15am we will respond with a call and if no contact can be made a home visit may be carried out. If you have recently changed your address or telephone number please let us know.



Punctuality:

Did you know that 10 minutes late each day equals 33 hours lost learning each year. Arriving late to school is unsettling for children and disrupts their start to their day. Think about how you feel when walking into a room late, this is how your child feels too. Please help your child to arrive at school on time.

All late arrivals will be recorded on the iPad and closely monitored.



Classes are rewarded for good punctuality and we expect all children to be on time. They receive a puzzle piece if the class has less than 5 people late in a week.

Medical appointments:

Where possible all medical appointments should be booked outside of school hours. If it is absolutely necessary for an appointment to be within the school day, try to get it around break or lunch or as late in the day as possible. Please provide a copy of the appointment letter to your child's class teacher or to the school office.

Attendance ambassadors:

In each class there are attendance ambassadors. One of the roles of the ambassadors will be to seek ideas from their peers about what attendance recognition rewards they would like and how we can improve attendance in our school. They will feed back in our school attendance meeting with Mrs Ming and Mrs Iddon.



How is your mental health today?

If you or any of you family are struggling with mental health please see our [support for families](#) section of our school website for further documents and useful website links or contact school for support.

Thanks for your continued support, we can work together to improve our school attendance.

Mrs Ming – Headteacher

Mrs Iddon – Family Support Worker