



St George & St Martin's Attendance Newsletter

April 2026 Attendance Newsletter

The aim of this newsletter is to promote good attendance and punctuality for children in our school and as parents we need your help and support to ensure your child reaches their full potential.

We take school absence very seriously. We identify pupils whose attendance falls below 96% and provide support to help improve this. You would have received the colour coded letter via email last week, it is important that parents/carers and school work together to reduce absence and prevent legal action being taken as a result of persistent absence. It is school policy that we conduct home visits on day three of your child's absence even if you have spoken to school.

ATTENDANCE MATTERS!

100% Outstanding achievement – Well done, we're impressed!

98% - 99% Excellent Attendance

Your child is absent for less than 4 days in the school year

97% - 96% Good attendance

Your child could be missing up to 7 days of learning in the school year

95% - Just Below Attendance Target

Your Child's attendance may be monitored by the Academy Attendance Officer, they could be missing up to 2 weeks of learning in the school year which can make it harder for children to keep up in class

94% - 90% We are concerned, improvement is needed

Your Child's attendance will be monitored by the Academy Attendance Officer, they could be missing up to 4 weeks of learning in the school year.

Below 90% Serious Concern

Your child has been identified as a 'Persistently Absent Pupil' and their learning may be seriously affected by this. 90% equals 4 whole weeks of lessons missed. You may be contacted by the Education Welfare Officer and could face a Penalty Notice Warning or fine from the Education Welfare Service



Awards



The children are rewarded for their attendance in a variety of ways. Each week, the class with the best attendance receives a certificate.

The children with 100% attendance for each term receive a badge and a prize:

For 1 term, this is a Bronze badge and prize;

For 2 term, this is a Silver badge and prize;

For 3 term, this is a Gold badge and prize.

The children with 100% attendance for the year will go on a special trip towards the end of the year. This year the children have chosen to go to Inflato.

The class with the best attendance for the year will also go on a special trip towards the end of the year. This year the children have chosen to go to Forest Park.

Current Whole School Attendance is ...

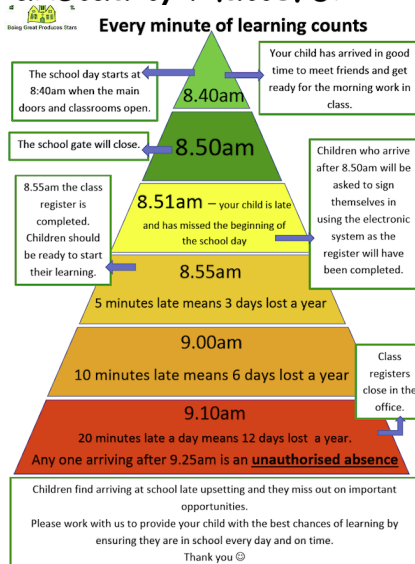
96.1%

With your support we look forward to improving our attendance figure.

Thank you.



Punctuality Matters!



Top tips for arriving in school on time.....



Better late than never
But never late is better

Arriving on time for school is important, as late arrivals are disruptive for the class and can be embarrassing for the child who is late. Children can also miss important information during registration including the plan for the day.

The first bell sounds at 8.40am, followed by the second bell at 8.50am. If your child arrives after 8.50am they are classed as late. If your child arrives after 9.20am this is recorded as a unauthorised mark for the morning session.

Holidays and Absence During Term Time

If a child misses 5 days (10 sessions) without permission and they are statutory school age, there will be a fine. Unauthorised absences include holidays, being late, and any other absences not approved by the Principal.

The fines are as follows:

- ◆ For a first offence of 5 unauthorised days of absence, the fine will be £80 per parent, per child (if paid within 28 days).
- ◆ • For a second offence of 5 unauthorised days of absence within 3 years of the previous fine, the fine will be £160 per parent, per child.
- ◆ • For a third offence of 5 unauthorised days of absence within a 3-year period, parents will be taken to Magistrates' Court. Prosecution can lead to a criminal record and fines of up to £2500 per parent, per child. If found guilty, this would appear on a DBS certificate for 'failure to safeguard a child's education.'



Expectations - Providing a Reason for Absence

Please remember when phoning or emailing to report your child's absence, we require an actual reason for the absence. Please remember to provide your child's full name, class and reason for illness. Thank you.

Medical Appointments—we request, where possible, routine medical and dentist appointments are arranged outside school hours as these appointments will affect your child's percentage attendance. We do understand some appointments, such as hospital consultations are not always possible to arrange out of school hours. However, if your appointment time allows your child to come to school for registration and then leave, this will have a positive impact on their attendance figure. Likewise, if your child can return to school for afternoon registration (1pm Reception, Year 1, Year 2 and 1.15pm Years 3, 4, 5 & 6) this will also have a positive impact.

Please make sure you have contacted the school office by 9am if your child is going to be absent. If we do not hear from you, we will text/phone to find out why your child is not in school.