St Mary's CE Primary School

'Whatever you do, work at it with all your heart.'
(Colossians 3:23)

Shaw Lane, Albrighton, Wolverhampton, WV7 3DS

Telephone: 01902 372885

school email: admin@st-mary-albrighton.shropshire.sch.uk

Headteacher: Mrs Nathalie Milhavy-Jones BA(Hons), PGCE, NPQH, SLE

8th September 2025

Dear Parents/Carers

Good attendance and punctuality remain a top priority for us at St Mary's. We share parents' and carers' views in wanting the best for your child and we are looking forward to working in partnership with you this year.

Your efforts, working in partnership with St Mary's CE Primary School, will ensure that your child will have the best chance to achieve their academic and social potential. It will also enable your child to:

- Access the lessons needed to achieve their best
- Maintain and develop friendships
- Have access to social, extra-curricular and sporting events offered by the school
- Explore potential life skills
- Develop excellent habits such as good punctuality which will support your child into adulthood

We strive to ensure your child has the best opportunities to be the best they can be, to feel safe and supported in school, and to develop a sense of belonging both with their peers and as a wider part of our wonderful school community.

To support that, regular attendance will be key.

At St Mary's, school starts and the gate closes at 8:50am (gates open at 8:40am) and finishes at 3:20pm

You can find more information about wrapraround care (ARK) and after school clubs by visiting our school website: https://www.stmarysalbrighton.org.uk/ or contacting the school office on admin@st-mary-albrighton.shropshire.sch.uk or 01902372885.

Giving your child the best start

If your child's attendance is below 90% attendance, they are classed as a persistent absentee. This means they are missing the equivalent of half a day of school every week and the equivalent of 19 school days (almost one whole month), during the year. Children who miss this amount of school do not achieve as well as their peers who attend more regularly.

We expect all pupils at St Mary's CE Primary School to attend school as regularly as possible. Our ambition for every child is 100% attendance.

	Impact over 1 school year	Impact over 5 school years
100% Attendance	0 days missed	0 days missed
95% Attendance	9 days of absence 1 Week and 4 Days of learning lost	¼ year learning lost
90% Attendance	19 Days of Absence 3 Weeks and 4 Days of learning lost	½ year learning lost
85% Attendance	28 Days of Absence 5 Weeks and 3 Days of learning lost	¾ year learning lost
80% Attendance	38 Days of Absence 7 Weeks and 3 Days of learning lost	1 year learning lost
75% Attendance	47 Days of Absence 9 weeks and 1 day of learning lost	1 ¼ years learning lost

Our attendance policy is available to read on our school website: https://www.stmarysalbrighton.org.uk/Parents/Attendance/. This explains how we monitor attendance and follow up absence.

We recognise that, on occasion, some children may experience illness or have exceptional reasons preventing regular attendance. To assist parents in deciding whether their child is too ill to attend school or otherwise, the NHS have produced a guide that you may find useful:

Is my child too ill for school? - NHS (www.nhs.uk)

We know being a parent/carer can be challenging at times and we are here to help if there are any problems affecting your child. If you are worried about your child/children's attendance, please speak with your child's class teacher in the first instance or myself. We will work with you as partners to ensure in such circumstances any identified barriers are discussed so we can best support your child's wellbeing and education. All schools work closely with Early Help, Health and the Local Authority teams who may also be able to help if needed.

As parents/carers you can best support your child to secure regular attendance and punctuality by:

- Ensuring a good bedtime routine to enable your child to get enough sleep.
- Establishing a good routine each evening and each morning so your child is prepared for the school day ahead.
- Making sure your child attends school every day it is open, unless there is an exceptional reason preventing this.
- Ensuring your child arrives at school on time every day by 8:50am.

- Arranging dental and medical appointments outside school hours wherever possible; where this is not possible, ensure your child attends before and returns promptly afterwards.
- Informing the school if your child is ill and too unwell to attend by calling the school office by 9am on the first day of absence.
- Taking absence seriously – if your child is not wanting to attend, what is the reason for it? Can we help with this?
- Taking any holidays during school holiday periods, and not during term time – these can never be authorised.
- Talking positively to your child about school and taking an interest in their school day.
- Attending parents' evenings and school events.
- Praising and rewarding your child's efforts and achievements at school.
- Supporting school staff by working in partnership to best manage and support your child with any difficult or challenging behaviour or circumstances.
- Discussing any problems or difficulties with the school as soon as they arise – staff are here to help.

We look forward to working in partnership with you to support your child's education.

Yours sincerely,

Mr Holmes

Deputy Headteacher / Attendance Champion for the school