



Dear Parents,

Attendance Matters – Every Day Counts

At St. Catharine's, we want every child to be happy, settled and able to make the very best progress they can. Good attendance and punctuality are an important part of this. Every day in school provides valuable opportunities for children to learn, develop friendships and take part fully in school life.

We understand that children will sometimes be unwell and unable to attend school. However, wherever possible, we ask families to support us in ensuring that children attend school every day and arrive on time.

If your child is absent

If your child is going to be absent from school, you must let the school office know by 9:00am on each day of absence, unless another arrangement has been agreed.

Please contact the school office directly by telephone or email, giving your child's name, class and the reason for their absence. Please do not rely on passing a message to a member of staff at the gate or asking another parent to let us know.

Knowing where our children are is an important part of our safeguarding procedures, so your help with this is greatly appreciated.

Holidays during term time

A reminder that holidays during term time cannot be authorised. We appreciate that holidays can sometimes be more expensive during school breaks, but taking children out of school results in missed learning that can be difficult to replace.

Please arrange family holidays during the school holiday periods wherever possible.

Being on time matters too

Our school gate is open from 8:40am until 8:50am. Please try to ensure that your child is through the gate during this time so that they can settle into class and be marked as present when the register is taken.

Regular lateness can have a real impact. Arriving after lessons have begun can mean children miss important instructions and learning, and it can make the start of the day more difficult for them.

If your child arrives after the gate has closed, please bring them to the school office via the front entrance. An adult must sign the child in using our electronic system and provide a reason for the lateness. This enables us to maintain accurate attendance and safeguarding records.

Keeping our children safe

For safeguarding purposes, we would also like to remind families that adults who do not work at the school will not be permitted beyond the school gate or front entrance.

We know that the vast majority of our families work very hard to ensure that their children attend regularly and arrive on time, and we are very grateful for your support. Please help us to maintain good attendance and punctuality so that every child has the best possible opportunity to learn, thrive and enjoy all that school has to offer. Thank you, as always, for working in partnership with us.



Laura Grant

Headteacher

