



Autumn 2024 Attendance Newsletter  
Moments matter, attendance counts

Welcome to the first St Mary's Attendance Newsletter for this academic year.

Research shows that excellent school attendance will support children's learning and progress. It is for this reason that we want all of our students to aim for 100% attendance at school.

Attendance Recognition



Each week, all children with 100% attendance will be awarded **2 achievement points** and the class with the highest attendance will be celebrated on a weekly basis. Further attendance recognition awards include **punctuality prize week** – this is where for a selected random week, children who have 100% attendance for that week and have been on time have been put into a **prize draw**. The winner receives a supermarket voucher for parents and a toy voucher for the children. Other incentives include an **in-class prize** for the class with the best attendance for the term. The prize has yet to be decided by the school council.

For children who have achieved 100% attendance throughout the whole of the year they will be rewarded with the attendance trip. The school council have now decided that the end of year attendance trip will be to West Midlands Safari Park.



**The best class for attendance for this ½ term is Year 3 with 98.9% attendance followed by Year 5 with 98.3% – well done Year 3 and Year 5!**

Absence Procedures

Please contact the office if your child will be absent due to illness.

If your child is absent and school have not been notified you will receive a text message asking you to notify the school as to why your child is absent and may be followed up by a telephone conversation from the Head of School or an office member of staff. We will work proactively with parents and pupils to improve your child's attendance. To ensure that we communicate any attendance concerns we will

- Send a text message to parents if attendance drops below 97%
- Phone parents if attendance drops below 95% from a member of the senior management team.
- Invite parents to a meeting if attendance drops below 92% with the Principal / Head of School
- Invite parents to a meeting with the Collegiate Educational Welfare Officer / Principal or Head of school if a pupil's attendance falls below 90% (PA)

Thank you for your continued support in working with us to help your child reach their full potential.

Kind Regards  
Mrs Statham  
Head of School

Absence reporting

You can report an absence by either:

- Phoning the school office 01782 234820
- Email [office@stmarysnewman.co.uk](mailto:office@stmarysnewman.co.uk)

Before 9.30am, please give a reason for the absence including symptoms if ill.

There are two registration sessions in a school day so if your child feels better you can send them in later in the day – every moment matters!

Is your child too ill for school?

Check the NHS guidance here: [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk)

