



Supporting Good School Attendance

Start of Term Letter for Parents



Monday 28th April 2025

Dear Families

Focus on Supporting Good School Attendance

As we begin the Summer term, we continue to focus on attendance and how we can ensure all our pupils are in school as often as possible. Regular attendance is crucial for your child's academic success and overall well-being.

At Catcott Primary School, we have high aspirations for all our pupils and expect them to be in school every day they can be.

Why Attendance Matters

Learning Continuity: Regular attendance ensures that your child is included in important lessons, activities and opportunities.

Social Development: Being in school helps your child build strong relationships with peers and teachers.

Future Success: Consistent attendance sets a positive pattern for future education and employment.

Our Attendance Expectations

- All pupils should be in school on time every day the school is open
- Notify us as soon as possible if your child is unable to attend school
- Ensure medical and dental appointments are arranged outside school hours wherever possible
- Work with us if your child is experiencing barriers to attendance so we can put the right support in place
- Holidays are not taken during term-time

Headteacher: Laura Constanza

Deputy Headteacher: Hannah Lintern

Telephone: 01278 722527

email:office@catcottprimary.co.uk

We are committed to safeguarding and promoting the welfare of children and young people and all staff share this commitment. If you have a concern about the welfare or safety of child please speak directly to Mrs Constanza (DSL) or Miss Lintern (DDSL).

Unauthorised Term-Time Leave

Children have a protected right to full-time education. Parents have a legal duty to ensure their child attends school regularly.

In line with statutory guidance, Catcott Primary School will not authorise any requests for term-time leave unless the circumstances are both exceptional and unavoidable. Any unauthorised leave that meets the national threshold is likely to result in parents being issued with a penalty notice.

A Support First Approach

If your child is experiencing barriers to regular attendance, we will work with you so the right support can be offered, and those barriers overcome. Where needed, we will also work with other services and the Local Authority to ensure the right support is available.

How You Can Help

Set a Routine: Establish a consistent morning routine to help your child get to school on time.

Stay Informed: Keep track of term dates to ensure your child is in school when they need to be.

Communicate: Let us know if your child is facing any challenges that may affect their attendance by calling 01278 722527.

Collaborate: Work with us and engage with support to help your child attend regularly.

We are committed to supporting you and your child. Together, we can create an inclusive, positive and productive learning environment for all children.

Attendance and the Law

Where there are barriers to attendance, we will always aim to resolve them through support and collaboration before considering legal intervention.

Where necessary, however, Catcott Primary School will take action to protect a pupil's right to their education. This may include the issue of a penalty notice or legal action being taken.

If you are worried about your child's attendance or feel there is something we need to be aware of, please contact us on 01278 722527.

Thank you for your continued support.

Mrs Constanza & Miss Collins
Headteacher & Attendance Officer