St John The Evangelist Catholic Primary School,
a Voluntary Academy

20th November 2026

Head of School: Mr. S Fawcett

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Attendance Newsletter

Our Mission is to follow in the footsteps of Jesus

At St John the Evangelist Catholic Primary School, we believe that **every day matters**. Regular school attendance gives children the best opportunity to learn, develop friendships, build confidence and reach their full potential.

We understand that children can sometimes be unwell and that families may experience difficulties. Our aim is to work in partnership with parents and carers to support every child to attend school regularly and arrive on time.

Our whole school attendance so far is:

97.2%

This is amazing and we are so pleased with how we have started the new academic year. Let's keep it up!

Every week we celebrate the class winners for attendance.
From September to current the attendance figures for each class are:



Reception: 98.3%
Year 1: 97.2%
Year 2: 96.8%
Year 3: 98.3%
Year 4: 95.7%
Year 5: 97%
Year 6: 97.4%

A huge well done to Reception for the highest attendance!

Our aim is to ensure all classes can achieve at least 96% attendance every week, if they do they win extra break time as a reward!

Please click the link for our Attendance Page on our school website, where you can find all information and our attendance policy –

St John the Evangelist Catholic Primary School - Attendance

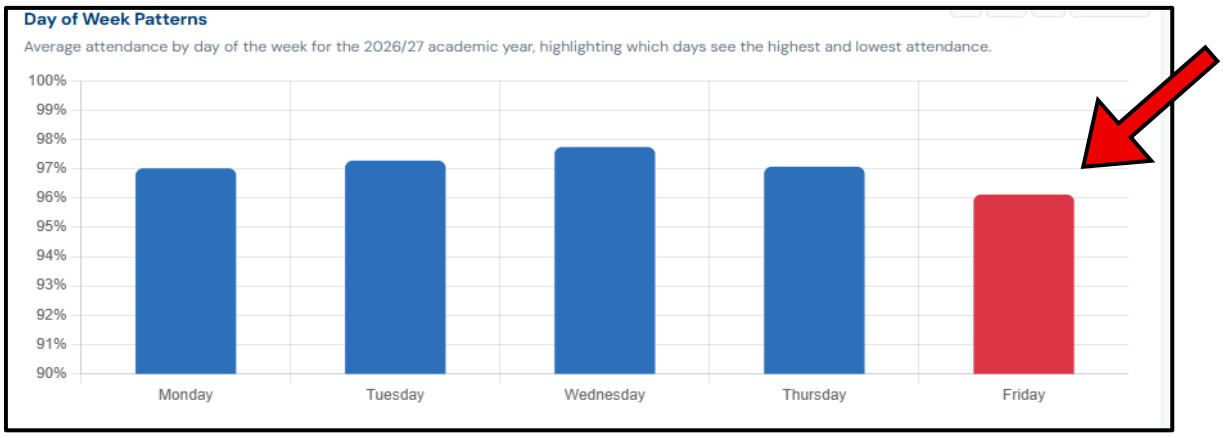
Attendance Concerns:

We have noticed that attendance on **Friday's** is becoming an increasing concern, with patterns showing a higher level of absence on this day, as highlighted in the graph below.

We would like to remind all parents and carers of the importance of regular school attendance. Every school day matters, and missing even one day a week can have a significant impact on your child's learning, progress and routine.

We understand that children may occasionally be unwell; however, we ask that you avoid taking holidays, arranging appointments or keeping children off school unnecessarily on all days, especially Fridays. Picking your child up early for a weekend away is not authorised.

Your support in ensuring your child attends school every day, wherever possible, is greatly appreciated. Let's work together to give every child the best possible opportunity to succeed.



Why is attendance so important?

Every school day provides valuable learning opportunities. When children miss school, they can miss important lessons, routines, friendships and experiences that are difficult to replace.

Did you know?

0 days off school in a year 0 lessons missed	100%	Perfect attendance
2 days off school in a year 10 lessons missed	99%	Excellent attendance
5 days off school in a year 25 lessons missed	97%	Good attendance
10 days off school in a year 50 lessons missed	95%	Slightly below average attendance
14 days off school in a year 70 lessons missed	93%	Poor attendance
20 days off school in a year 100 lessons missed	90%	Very poor attendance

Reporting your child's absence

If your child is unable to attend school due to illness, please contact the school office **by 9am each day, via the absence line, Arbor messaging, email or phone call.**

Please ensure that you:

- Report the absence as early as possible.
- Explain your child's symptoms or the reason for their absence.
- Keep the school updated if the absence continues.
- Provide medical evidence if requested by the school.

If we do not receive a reason for an absence your child's attendance absence will be marked as unauthorised and we will contact you to establish why your child is not in school.

Illness and medical appointments

We understand that children sometimes need to stay at home when they are unwell.
Where possible, please arrange routine medical and dental appointments outside school hours.
If this is not possible, please inform the school in advance and provide appointment evidence for the absence to be authorised.

Arriving at school on time

Punctuality is just as important as attendance. Arriving late can mean children miss registration, important instructions and the start of their learning.

Our school timings:

- School doors open: 8.45am
- Registration begins: 8.55am
- Classroom doors close: 8.55am
- Late arrivals after 8.55am must report to the school office.
- Children who arrive at 9.30am will receive an 'unauthorised late' mark in accordance with the school's procedures and statutory attendance guidance.

Please help your child establish a positive morning routine so that they arrive on time, ready to learn.

Holidays during term time

If you need to request leave during term time:

- Complete the e-form - **Term-Time Child/children Absence Request Form** at least 2 weeks before the proposed leave.
- Explain the exceptional circumstances and provide supporting information where appropriate.
- You will then receive an email from the Headteacher stating if the absence is authorised or unauthorised.
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Each request will be considered individually, taking account of the circumstances and the child's education and attendance record.

If a child is taken out of school without authorisation, the absence may result in a penalty notice being requested from Bradford Council.

