



ST. MARY'S ATTENDANCE NEWS

Autumn Term 2026 · Every day counts

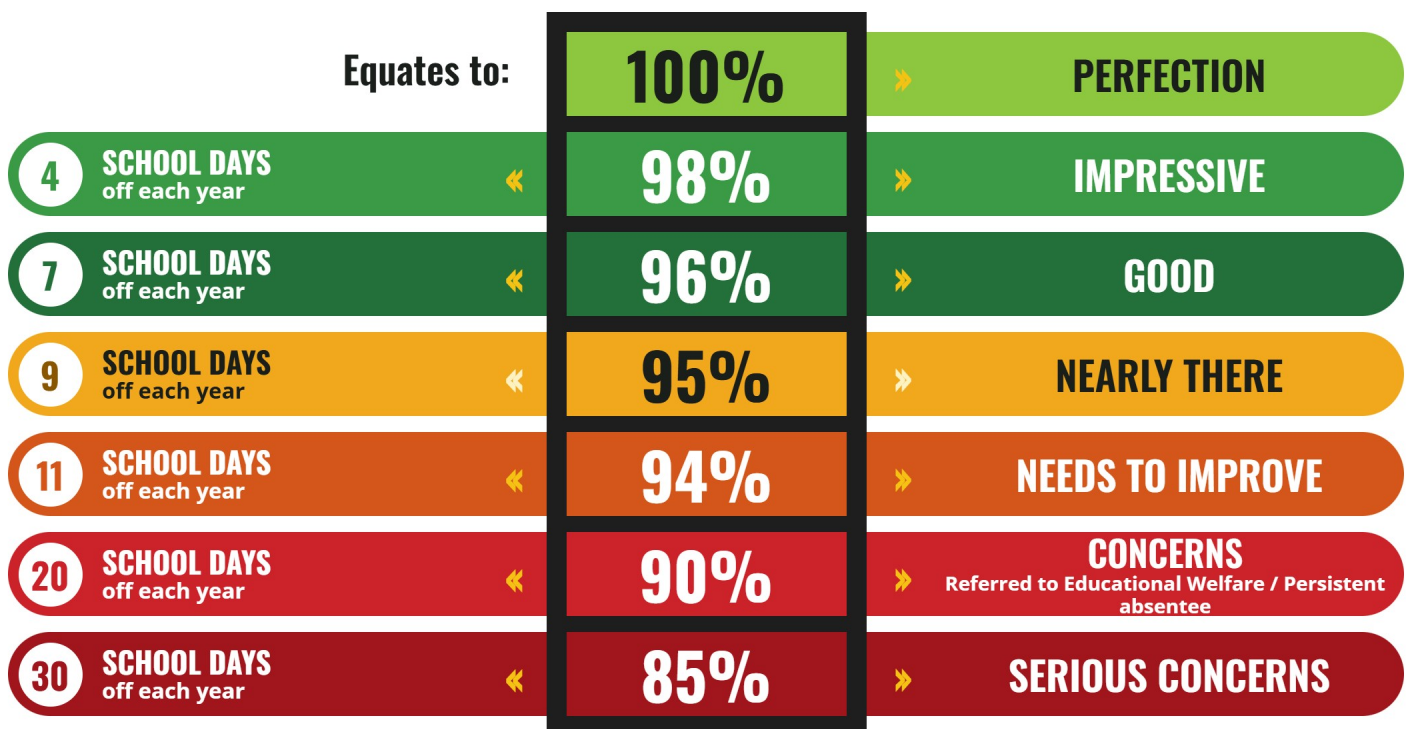
Dear Parents and Carers,

We hope all of our children have had a lovely first half term at St. Mary's! At St. Mary's we take a positive and proactive approach to attendance, because children who come to school every day are more likely to achieve well, enjoy time with their friends and make the most of everything school has to offer. This term we are introducing three new things to help you support your child: our **Attendance Ladder**, an **updated Attendance page** on the school website and a new **attendance email** for reporting absences.

NEW: Our Attendance Ladder

How far up the ladder are you?

We expect every child's attendance to be **above 95%**. Look out for the ladder poster around school!



UPDATED

Our Attendance web page

Illness guidance, absence requests, FAQs, our Attendance Policy and the ladder poster – all in one place.

[Visit our Attendance page >](#)

NEW

Report an absence by email

Email us by **9:00am** on every day your child is absent, or call the office on **01895 232814**.

attendance@stmarysuxbridge.org.uk



Did you know?

95%+

We expect children to attend school **almost every day** – that means attendance above 95%.

94%

Sounds positive – but it is actually **11 school days** of learning and social time missed in a year.

90%

Equals **four weeks** of school missed. Below 90% a child is classed as a **persistent absentee**.

175

Non-school days a year – time for family, visits, holidays, shopping and appointments.

ARBOR

You can **check your child's attendance at any time** on the Arbor **Parent Portal** or **Parent App**. See their attendance percentage for the year and the last four weeks, their daily morning and afternoon marks, lates and absences. [Find out how >](#)

Reporting an absence

1

Email or call by 9:00am
attendance@stmarysuxbridge.org.uk
or **01895 232814**.

2

Let us know every day your child is off – not just the first day – with the reason.

3

No message? We'll call you during the morning, in line with safeguarding procedures.

Is my child too ill for school?

- ✓ **Mild cough or cold?** Usually fine to come in if otherwise well.
- ✗ **High temperature** (38°C or more)? Keep them home until it goes.
- ✗ **Sickness or diarrhoea?** Stay off until 48 hours after the last bout.
- ? Not sure? Check the NHS guide: [Is my child too ill for school?](#)

Holidays & appointments

- **Term-time holidays cannot be authorised.**
- Complete an **absence request form** at least two weeks before any planned absence.
- Book routine appointments **outside school hours**.
- Unauthorised absence may lead to a **Fixed Penalty Notice** from the Local Authority.
- Read our [Attendance and Absence Policy](#).

COMING
SOON

Attendance Initiatives

After half term we will be sharing details of **new initiatives to improve punctuality and attendance** across the school. Our approach is supportive: whatever barrier you or your child face, please talk to us and we will work with you to find a solution. More help is on our [Attendance page](#).