St. Joseph's Catholic Primary School

"Treat others as you would like to be treated"

The Avenue, Ross-on-Wye, Herefordshire, HR9 5AW
Tel: 01989 564655
Email: admin@st-josephs.hereford.sch.uk
Website: www.st-josephs.hereford.sch.uk
Headteacher: Mrs H. Francis

Attendance Expectations Letter 2026/27

Dear Parent/Carer,

Working Together to Support Attendance

As we begin a new school year, we would like to warmly welcome all pupils and families back to St Joseph's. We know that parents and schools share the same goal: for children to be happy, feel they belong, achieve their potential and enjoy their education. Regular attendance is one of the most important factors in helping children succeed, and we look forward to working in partnership with you throughout the year.

As your child returns to school, we encourage you to talk positively about the opportunities ahead, help them establish good routines and celebrate the benefits that school brings every day.

At St Joseph's all children should be in school by 9am depending on your classes drop off time.
If you arrive after 9am please come to Reception to sign your child in. Children who arrive after 9am will be marked 'Late' on the register. If you arrive after 9.15am your child will be marked as 'Late after the register closes' - this is coded as 'U' and is an unauthorised absence.

Why Attendance Matters
Every day in school matters.
Good attendance helps children to:

- Achieve their academic potential.
- Develop friendships and a sense of belonging.
- Build confidence and resilience.
- Access clubs, trips and enrichment opportunities.
- Develop positive habits that support future success.

Our aspiration is for every pupil to achieve **100% attendance**, although we recognise that illness and exceptional circumstances can sometimes affect attendance.

What We Ask of Parents and Carers
We ask all families to:

- Ensure their child attends school every day they are well enough to do so.
- Ensure their child arrives on time and ready to learn.
- Maintain good bedtime and morning routines.

- Talk positively about school and take an interest in their child's learning.
- Arrange appointments outside school hours wherever possible.
- Avoid taking holidays during term time.
- Contact us promptly if attendance becomes difficult for any reason.

Reporting Absence
If your child is too unwell to attend school, please:
- Contact the school office before 9.00am each day of absence.
- Provide the reason for absence.
- Keep us updated if the absence continues.

For guidance on common illnesses, please visit the NHS website: **Is my child too ill for school?**
Many minor illnesses do not require children to stay at home and, where appropriate, we will support pupils in school if they feel unwell during the day and we are trained to administer medicine to allow children's continued attendance**.**

Medical Appointments and Leave During Term Time
Please arrange routine medical and dental appointments outside school hours where possible. If this is not possible, your child should attend school before and after the appointment wherever they can.
Leave of absence during term time can only be authorised in **exceptional circumstances**. Any requests should be submitted in advance using the school's leave of absence process. Family holidays will not normally be authorised.

How We Will Support Families
We understand that attendance can sometimes be affected by health, wellbeing, SEND needs, family circumstances or other challenges.

If attendance becomes a concern, our approach will always be to:
- Listen and understand any barriers.
- Work together with pupils and families.
- Put support in place where needed.
- Seek additional help from relevant services when appropriate.

Please contact us as early as possible if you are experiencing difficulties. Early discussions often help prevent concerns from becoming more significant.

Important Information
Please ensure you have read:
- The school's Attendance Policy
- School start and finish times
- Term dates and INSET days
- Procedures for reporting absence

Working Together
Thank you for your continued support. By working together, we can help every child attend regularly, enjoy school and make the most of the opportunities available to them.
If you have any concerns about your child's attendance or wellbeing, please contact Mrs Finlay on admin@st-josephs.hereford.sch.uk.

We wish all pupils a successful and enjoyable year ahead.