



St Michael & St John's RC Primary School
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14th October 2025

Dear Parents and Carers,

I hope this message finds you well. At SSMJ, we are committed to ensuring every child receives the best possible education.

Following the example of Jesus, together we learn, love and respect one another to be the best we can be.

Regular attendance is essential, not only for academic progress but also for building friendships, confidence, a sense of routine and for developing lifelong skills and attitudes which enabling them to thrive in education and the world beyond.

We understand that children may occasionally need time off due to illness or exceptional circumstances. However, we are seeing a growing number of absences that are affecting learning and development. We want to work together to improve attendance and ensure every child has the opportunity to thrive.

Our expectations are as follows:

- Children should attend school every day unless they are genuinely unwell.
- Holidays during term time will not be authorised except in exceptional circumstances.
- Medical appointments should be arranged outside school hours where possible.
- Evidence must be provided for any absence, such as an appointment slip, prescription, or medical note.
- If your child is absent, please inform the office on the first day with a clear reason.

Intermittently we will be offering rewards and certificates for attendance. As part of this we will be having a raffle today for two pairs of Burnley Tickets for a game this weekend. All children who have had no unauthorised absences will have their names entered in the draw. We will announce the winners later today.

We are here to support families in overcoming any barriers to attendance. If you are experiencing difficulties, please don't hesitate to contact us, we want to help.

Let's work together to give every child the consistency and opportunity they deserve. Thank you for your continued support.

Warm regards,

Mrs Ann Russell
EYFS Teacher & Attendance Champion



Artsmark
Gold Award
Awarded by Arts
Council England

