



St Andrew's C of E Primary School

Citadel Road • Plymouth • PL1 3AY

Tel: 01752 201660

Headteacher: Miss C Lewis



22.09.2026

Dear Parents and Carers,

Every Day Matters

Welcome back to a new academic year. We hope you and your family had a wonderful summer break. It has been fantastic to see the children return to school full of enthusiasm, settling quickly into their new classes and making a positive start to the year.

As Attendance Lead, I would like to thank you for your continued support in ensuring your child attends school regularly and arrives ready to learn each day. Last academic year, our overall attendance was **95.6%**, which was above the national average and reflects the strong partnership between our families, pupils and staff. We are proud of this achievement and grateful for the support families provide in helping children attend school regularly. Whilst we are pleased with this success, we know there is still room for improvement. This year, our whole-school attendance target is **96% or above**. Although this may seem like a small increase, every additional day in school makes a real difference to children's learning, confidence, friendships and wellbeing.

Our Attendance Journey

Attendance 2025-26: 95.6%

Attendance Target 2026-27: 96%+

Our Goal: Every day matters and every child attends as often as possible.

By working together, we can continue to build on last year's success and ensure every child has the very best opportunity to thrive academically, socially and emotionally.

At St Andrew's, we encourage all children to be **Calm, Kind and Ready to Learn**. Excellent attendance plays a vital role in helping children achieve this. Children who attend school regularly develop stronger learning habits, build positive relationships and are more likely to reach their full potential.

Why Does Attendance Matter?

Every lesson counts. When children miss school, they do not simply miss a day of learning. They miss important explanations, classroom discussions, practical activities and opportunities to learn alongside their friends. Missing occasional days can quickly add up over a school year. The table below shows how attendance percentages translate into lost learning time.

Attendance during one school year	Equivalent Days	Equivalent Sessions	Equivalent Weeks	Equivalent Lessons Missed
95%	10 Days	20 Sessions	2 Weeks	50 Lessons
90%	20 Days	40 Sessions	4 Weeks	100 Lessons
85%	30 Days	60 Sessions	6 Weeks	150 Lessons
80%	40 Days	80 Sessions	8 Weeks	200 Lessons
75%	50 Days	100 Sessions	10 Weeks	250 Lessons
70%	60 Days	120 Sessions	12 Weeks	300 Lessons
65%	70 Days	140 Sessions	14 Weeks	350 Lessons



As you can see, attendance that may initially appear quite high can still result in a significant amount of missed learning across the year.

Reporting an Absence

Please contact the school office by **8:55am** on each day of absence, providing:

- The reason for absence
- Your child's expected date of return

School Office: 01752 201660

Prompt communication helps us ensure all children are safe and enables us to offer support where needed.

Arriving on Time

Children should be in class, settled and ready for registration by **8:45am**.

- Arrivals after **8:55am** will receive a late mark.
- Arrivals after **9:10am** will be recorded as an unauthorised absence for the morning session.

Gates open at 8:35am and learning starts. Being punctual helps children make a positive start to the day and ensures they do not miss valuable learning opportunities.

Illness and Medical Appointments

We understand that children do sometimes become unwell and should remain at home when genuinely ill. To support families in making informed decisions, we encourage parents to refer to the NHS guidance "**Is My Child Too Ill for School?**". Whenever possible, medical and dental appointments should be arranged outside school hours. If this is unavoidable, please provide evidence of appointments to the school office. Where attendance becomes a concern, the school may request medical evidence to support future absences due to illness.

Holidays During Term Time

Government guidance continues to make clear that holidays should not be taken during term time. The national framework for penalty notices applies to unauthorised absences, including unauthorised holidays taken during school time.

Working Together

We recognise that attendance difficulties can arise for a variety of reasons. If you are experiencing challenges affecting your child's attendance, please contact us as early as possible. We are committed to working alongside families to find supportive solutions and help remove barriers to attendance wherever we can.

If you would like to discuss your child's attendance, please speak to:

- **Miss Lewis** - Headteacher
- **Mr Pope** - Assistant Headteacher & Attendance Lead
- **Miss Field** - Assistant Headteacher
- **Cass Stephens** – Family Support Advisor

Thank you for your continued support. By working together, we can ensure every child enjoys a successful year at St Andrew's and is **Calm, Kind and Ready to Learn** every day.

Yours faithfully,

Mr Pope
Assistant Headteacher & Attendance Lead