



St Andrew's C of E Primary School

Citadel Road • Plymouth • PL1 3AY

Tel: 01752 201660

Headteacher: Miss C Lewis



29.09.2025

Dear Parent,

Welcome back – we hope you and your family had a good summer. We have had a great start to the term; it has been wonderful to see the children back in school in their new classes full of enthusiasm to learn and with a smile on their face!



As attendance lead for the school, I'm delighted to report that attendance at St Andrew's C of E Primary School continues to improve: attendance in 2024/2025 increased from 95% to 95.9%, which is above the National Average of 94.8%. However, we always strive for more. **Together, with your continued support, we aim to improve this further over the course of this new academic year. There is always room for improvement - we can do this!**



Through the government's plan to improve attendance, a national framework for penalty notices has been implemented for all schools and will apply to all forms of unauthorised absence from school, including unauthorised holiday's during term time. Clear guidance about issuing penalty notices has been provided by the government and Plymouth City Council. I have attached a helpful poster which explains the penalty notices in more detail.

Being in school every single day really matters and for every day absent, your child will not only miss out on the knowledge and learning taking place that day, but also on social interactions, special events and stability. Attendance percentages can be misleading. This is what they mean in terms of the number of school days missed and the impact that can have over a whole year:



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



We all want our children to have the best chance of achieving their potential and we want to help any families struggling to get back on track.

Helpful attendance information:



Late Arrival

Email: admin@st-andrews.plymouth.sch.uk
Website: www.standrewsprimaryschool.co.uk

Children should be in their classroom settled and ready for registration by 8.45am. Children will receive a late mark if they are not in class by 8.55am when the morning register closes. If your child arrives after 9.10am, it will be recorded as an unauthorised absence for the whole morning session.

Illness

In order to make informed decisions about your child's school attendance, we encourage you to refer to the NHS guidance '**Is My Child Too Ill for School?**'. Any authorisation of absence through illness is done so at the discretion of the Head Teacher. Whenever possible, we would like parents to provide evidence of medical or dental appointments to the school office. Where attendance is of a serious concern, we may require medical evidence to authorise any further periods of absence through illness.

Authorised/Unauthorised Absences

An authorised absence is when approval has been given in advance for a child of compulsory school age to be absent for a specific (legal) purpose, or we have accepted an explanation offered afterwards as justification for absence from a parent or carer. This may include:

- An absence for illness for which we have granted leave
- Medical or dental appointments may be granted leave where every attempt has been made to arrange outside of school hours, has been unsuccessful and so cannot be avoided, or where the appointment is a genuine emergency
- Religious or cultural observances for which we have granted leave. The day must be exclusively set apart for religious observance by the religious body to which the parents or pupil belong. Where necessary, we will seek advice from the religious body about whether it has set the day apart for religious observance
- An absence which is deemed to be due to exceptional circumstances

An unauthorised absence is defined as one where we are not satisfied with the reasons given for the absence. Reasons may include:

- Parents keeping children from attending unnecessarily or without reason
- Missing sessions before or during the school day
- Absences which have never been properly explained
- Arrival after the register has closed
- Day trips and holidays in term time that have not been agreed
- Phoning school to record your child as being ill and we find out that your child is not ill and you are on holiday
- Leaving our school without authorisation during the day

Please inform the school office by 8.55am each day if your child will be absent; provide the reason for absence and when your child will be returning to school. The school office number: 01752 201660.

Please remember, we know that there are a host of reasons that children miss school and we are here to help. We know that a positive start to the school year with excellent attendance means that it is more likely that attendance will stay as good as it should be during the whole year, which is why we are sending this letter now. If you need to talk about your child's attendance and any issues you might be experiencing – please reach out to your child's teacher, or a member of our Senior Leadership Team:

Headteacher - Miss Lewis
Assistant Headteachers – Mr Pope & Miss Field

Let's give your children – our pupils - the best chance of achieving this year and make sure that they are in school every day they can be! If you have any concerns or need any support in getting your child to school as the year begins, please do not hesitate to get in touch.

Yours faithfully,

Mr Pope
Assistant Headteacher

