



St Michael's
CofE Primary Academy

Principal: Mrs Kate Jackson
Lower Street
Tettenhall
Wolverhampton
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26th September 2025

Important information regarding attendance

Dear Parent/Carer,

Regular attendance at school is a fundamental prerequisite for every child's academic achievement and personal development. At St Michael's CofE Primary Academy, we are committed to meeting and indeed exceeding national attendance expectations.

Our principal aim is to ensure that every pupil is provided with the opportunity to fulfil their maximum potential, to engage fully in a broad and balanced curriculum, and to benefit from daily spiritual guidance. Achieving this objective is dependent upon the continued support of parents and carers in ensuring consistent and punctual school attendance.

I am pleased to report that, since the commencement of the current academic year, our whole-school attendance stands at 97.3%, 0.8% above our target figure of 96.5%. We extend our sincere appreciation to all families who have contributed to this early success and look forward to your ongoing support.

However, I must take this opportunity to reiterate the importance of minimising avoidable absences. While we fully acknowledge that certain absences such as hospital appointments, illness, or hospitalisation are unavoidable, we respectfully request that routine appointments (for example, dental or optical check-ups) be scheduled outside of school hours wherever possible. Furthermore, children with minor, non-contagious illnesses (such as mild coughs or colds) should continue to attend school.

In cases where a child is prescribed antibiotics, they are encouraged to return to school as soon as they are sufficiently well. Senior members of staff are available to administer medication throughout the school day, and it is therefore unnecessary for children to remain at home for the full duration of their treatment.

Where a pupil is absent due to illness for four consecutive days or more, and does not have a pre-existing medical condition school is aware of that would reasonably account for such a prolonged absence, Trust policy requires parents or carers, in addition to phone calls, to provide written confirmation of the reason for absence (letter or email). Submission of medical evidence will be accepted as suitable written confirmation.

For any absence not related to illness or medical treatment, a Leave of Absence Request Form must be completed and submitted in advance. Each request will be reviewed by the Principal on an individual basis, and authorisation will be granted only in cases deemed to constitute exceptional circumstances. Family holidays do not meet this criterion and will therefore not be authorised. Please note that unauthorised absences are referred to the Education Welfare Officer and may, in certain cases, result in legal proceedings initiated by the Local Authority. Leave of Absence Request Forms are available from the school office.

Please be advised that during the academic year, should your child's attendance fall below 93% without a valid reason, you may be required to attend a meeting with myself and the Education Welfare Officer (EWO) to discuss strategies to support the improvement of your child's attendance. In the event that attendance continues to fall below 93%, your child may be placed on the Academy's Attendance Focus



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Group. This entails rigorous weekly monitoring, with weekly attendance certificates being issued and sent home to keep you informed of progress.

Thank you for your cooperation and continued support as we work together to uphold excellent attendance standards and secure the best possible outcomes for all pupils.

Yours sincerely,

Mrs V. Hallam
Attendance Officer

