



ST MICHAEL & ST MARTIN CATHOLIC PRIMARY SCHOOL
PARENT GUIDE TO ATTENDANCE & PUNCTUALITY 2026–27

Learning our faith. Living our faith. Loving our faith.

Every day in school matters.

Regular attendance supports learning, friendships, wellbeing and safeguarding. We want to work with families early if anything is making attendance difficult.

ARRIVE ON TIME The school gates open at 8:35am. Please make sure your child arrives promptly and is ready for the school day. Repeated lateness is monitored. Arrival after the register closes, without an acceptable reason, is recorded as unauthorised absence for that session. Registration is at 9am and 1.05pm.	IF YOUR CHILD IS ABSENT Contact the school as soon as possible on the first day of an unexpected absence and give the reason. Continue to update us daily. If we cannot establish why a child is absent, we will follow up and may use safeguarding procedures where necessary.
ILLNESS & APPOINTMENTS If your child is genuinely too unwell to attend, keep them at home and tell us why. Medical evidence is not routinely required for every illness, but we may ask for information where absence is frequent or there are concerns. Please arrange routine medical and dental appointments outside school hours wherever possible.	TERM-TIME HOLIDAYS There is no entitlement to a holiday during term time. The Headteacher may authorise leave only where exceptional circumstances exist. Requests must be made in advance to the Headteacher. Unauthorised leave may be referred to the London Borough of Hounslow for consideration of a penalty notice.
WHEN ATTENDANCE FALLS We monitor attendance and patterns of absence carefully. A pupil is persistently absent when they miss 10% or more of possible sessions. We will contact families where we are concerned, seek to understand any barriers and agree appropriate support. Pupils with SEND, medical needs or other vulnerabilities will be considered individually.	WE ARE HERE TO HELP Please speak to us early if illness, anxiety, SEND, family circumstances or another difficulty is affecting attendance. Our approach is to understand barriers and provide support. Where appropriate, we may work with Hounslow or other services. Safeguarding concerns are always acted upon.

UNAUTHORISED ABSENCE & PENALTY NOTICES

Schools must consider a penalty notice when a pupil reaches 10 sessions of unauthorised absence (usually 5 school days) within a rolling 10-school-week period. This can include a combination of unauthorised absences. Cases are considered individually. A first penalty notice is £160 per parent, per child, reduced to £80 if paid within 21 days. A second notice for the same parent and child within 3 years is £160. No more than two penalty notices can be issued to the same parent for the same child within a rolling 3-year period; further offences may lead to other legal action.

Please help us to give your child the best possible opportunity to learn, thrive and belong.

For full details, please see the school Attendance Policy. This guide reflects DfE statutory attendance guidance updated July 2026 and the London Borough of Hounslow penalty notice framework.