

St Michael and St Martin Catholic Primary School

Belgrave Road, Hounslow, Middlesex TW4 7AG

Headteacher : Mrs N Duggan

Deputy Headteacher : Mrs S Bell

Chair of Governors : Mr Paul Lemaire



Learning our faith, Living our faith, Loving our faith

13th January 2025

Dear Parents/Carers

Attendance Matters – Thank You and a Call for Improvement

I hope this message finds you well.

At St Michael & St Martin School, we believe that regular school attendance is essential for academic success and personal growth.

To Our Families with Excellent Attendance:

Thank you for prioritising your child's education by ensuring their consistent attendance. Your dedication helps create a strong foundation for their learning and development. Regular attendance not only supports academic achievement but also fosters responsibility and a positive attitude toward education. We truly value your partnership in instilling these important habits in your child.

To Families Facing Attendance Challenges and Requesting Leave for Term Time Holidays:

We understand that families may have special circumstances that lead to such requests; however, I must remind you of the legal requirements regarding school attendance. Throughout the academic year we receive numerous requests for term time leave as many of our families have relatives living abroad. As a school we believe in equality and if leave is granted for one family then we are duty bound to do so for all and this is simply not possible.

Under the Education Act 1996, parents have a legal obligation to ensure their children attend school regularly.

Unauthorised absences can have serious implications, including:

- Referral to the Local Authority (LA): In cases of persistent or significant unauthorised absence, the school is required to report the matter to the LA.
- Penalty Notices and Fines: The LA may issue penalty notices to parents.

We are in a privileged position of being a full school with a long waiting list of practising Catholic children for **every** year group. Persistent or prolonged absence could result in withdrawal of a school place.

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The Impact of Attendance on Learning:

- Studies show that students with regular attendance are more likely to achieve higher grades and develop strong relationships with their peers and teachers.
- Poor attendance can lead to long-term academic difficulties and limit future opportunities.

I sincerely hope we can work together to ensure every child has the opportunity to reach their full potential.

Thank you for your attention to this important matter, and for your commitment to your child's success.

Yours sincerely



Mrs N Duggan
Headteacher