



Beamish Road, Billingham, TS23 3DX



enquiries@stmichaels.bhcet.org.uk



(01642) 870003



stmichaels.bhcet.org.uk



**St Michael's**  
Catholic Academy

**Head Teacher:** Clare Humble

**Deputy Head(s):** Marc Scott, Clare Carey  
& Matthew McAuley

**BHCET CEO:** Stuart McGhee

**BHCET Chair of Directors:** Yvonne Coates

22 April 2026

Dear Parents and Carers,

I would like to thank you all for your support with your child's attendance over the Autumn and Spring terms. It has been wonderful to see our students return from the Easter break for the summer term, in excellent uniform and ready to learn. Every lesson is an opportunity for students to expand their knowledge, engage with teachers and share ideas with their peers.

Regarding attendance specifically, you may be aware that the government have attendance guidance, *Working Together to Improve School Attendance*. This clearly outlines the government's expectations on schools, to ensure that all children are in school to receive their right to an education. Please feel free to review this helpful guide for parents, for more information. <https://www.childrenscommissioner.gov.uk/back-into-school/resources-for-families/>

The guidance emphasises that regular school attendance underpins all the benefits of education for your child, including learning, wellbeing, and wider development. While occasional absences may occur, we kindly ask that you make every effort to ensure your child is present and punctual each day. Please schedule non-urgent medical and dental appointments outside of school hours wherever possible. Where this is not possible, we ask that parents provide medical documentation in advance of the appointment so the absence can be authorised.

If your child is unwell at school, our procedure is to alert a member of staff. Our staff will then assess the situation and contact you to arrange for their collection should we feel that this is necessary. In line with our mobile phone policy and DFE guidance children must not use their mobile phones to call home, even if they feel unwell. This is a breach of the policy.

As a school, we also have a duty of care to safeguard all our students, where absence occurs for 3 or more consecutive days, our pastoral team would look to make a welfare home visit to support the family.

As we approach the Summer may I remind you that family holidays and trips should be planned during school breaks, not during term time. Holidays taken during term time will be unauthorised and fines issued. Please review the attached information on attendance and punctuality; <https://educationhub.blog.gov.uk/2024/02/29/fines-for-parents-for-taking-children-out-of-school-what-you-need-to-know/>

We recognise that maintaining regular attendance requires a partnership between families and school. We're here to support you and your child and together, we can encourage and maintain excellent attendance, leading to academic success. We are delighted that recently we were recognised by Stockton Borough Council and Horizons as being an EBSA friendly school. Teaching and support staff have been working hard on training to ensure that there is a shared understanding across our school, making a difference to creating a more supportive environment for students who feel they are experiencing EBSA.



**Act Justly, Love Tenderly and Walk Humbly with your God**

Company Registered Number: 07808732 | Registered in England and Wales Registered Office: The Headlands, Darlington, DL3 8RW

The Horizons group also offer support for parents and families. If your child finding it difficult to attend school, this might show up as anxiety, physical symptoms like headaches, or simply saying they can't face going in. Some young people may feel this way, and it can be worrying for the whole family. Family Horizons is a free, supportive online course created especially for parents and carers in this situation.

It offers:

- Understanding of what your teenager might be experiencing
- Practical strategies to support their wellbeing
- Real stories from families who've been through similar experiences
- Ways to work together through these challenges

Access Family Horizons anytime using this link: [Family Horizons](#)

Thank you once again for all your support in ensuring your child is attending school and please don't forget that if you need any support with your child's attendance, do not hesitate to get in touch.

Yours sincerely,



**Mrs. Michelle Booth**  
**Assistant Headteacher and Attendance Champion**



*Act Justly, Love Tenderly and Walk Humbly with your God*