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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 September 2026

Dear Parents and Carers,

It has been wonderful to see our students return from the summer break in excellent uniform and ready to learn. At St Michael's, we are committed to ensuring that every child reaches their full potential. One of the most significant factors in achieving this potential is regular school attendance.

Good attendance is essential for children to make academic progress, develop positive relationships with their peers and build the confidence and resilience needed for future success. Every lesson provides valuable learning opportunities, and frequent absences can make it difficult for children to keep up with their learning and feel fully connected to school life. Even a small amount of time away from school can add up. For example, a child who attends school 90% of the time misses around four weeks of learning during the school year. This can make a big difference to their progress. Therefore, we ask that you to:

- Make sure your child attends school every day whenever possible.
- Ensure your child arrives on time.
- Contact the school on the first day of any absence.
- Arrange appointments outside school hours where possible.
- Avoid taking holidays during term time.

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

We understand that some families may face challenges that affect attendance. The DfE encourages schools and families to work together to identify barriers and provide support as early as possible. If you are experiencing any difficulties, please contact us so that we can discuss how we can help.

By working together, we can ensure every child has the best opportunity to learn, achieve and thrive.

Thank you for your continued support.

Yours sincerely,



Mrs. Michelle Booth
Assistant Headteacher and Attendance Champion



Act Justly, Love Tenderly and Walk Humbly with your God

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