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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

20 October 2025

Dear Parents and Carers,

I would like to thank you all for your support over this first half-term. It has been wonderful to see our students return from the summer break in excellent uniform and ready to learn. Their commitment to their studies and behaviour has been exemplary.

I also greatly appreciate your support in ensuring your child's consistent attendance throughout the first half-term. Every lesson is an opportunity for students to expand their knowledge, engage with teachers, and share ideas with their peers.

This summer, we celebrated fantastic results with our Year 11 students. We're extremely proud of their achievements, which have enabled them to progress to the next stage of their lives. Our data analysis revealed a clear link between excellent attendance and academic progress. Students with 95% attendance or above, achieved their expected grades or higher.

As you may be aware, the government published new attendance guidance, *Working Together to Improve School Attendance*, last year. 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, linked below, 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. 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. We ask that children do not use their mobile phones to call home, even if they feel unwell. This is a critical safety measure to prevent any misunderstanding about their whereabouts or to ensure a responsible adult is aware of their condition.

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

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



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attached information on attendance and punctuality, as well as the latest guidance available:

<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.

Please contact either myself, Mrs. Franklin the Attendance Officer or your child's Pastoral Learning Manager if you require any further support.

Yours sincerely,

Mrs. Michelle Booth
Assistant Headteacher and Attendance Champion



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