



St. Stephen's Catholic Primary School

June 2026

Attendance Newsletter

NEEDS ATTENTION

Our school attendance currently stands at 93.8%

The national average for primary school attendance is 94.9%

St Stephen's currently stands 1.1% below the national average

We are currently in the bottom 10 of Warrington primary schools for attendance with 93.8%

If our school was to be inspected by OFSTED before the summer holidays, we would be graded as 'NEEDS ATTENTION' as we do not meet the criteria for the Expected or Strong Standards under the new OFSTED Toolkit.

What are the issues?

- Too many children are arriving at school after 9.15am which means they receive an unauthorised absence mark rather than a late mark.
- A small group of parents/carers are not informing school of their child's absence and school cannot make contact with these families therefore an absence has to be recorded as unauthorised.
- 33 children out of 200 have had a term time holiday at some point this academic year.
- An increasing number of children are having days off for birthdays.
- Children are being collected from school early e.g. at lunchtimes and miss their afternoon mark in the register.

How do we help as a school?

- Exceptions are made for medical reasons for our pupils and we never expect our children to come to school if they are genuinely unwell.
- We send home half termly attendance reports so parents/carers are informed of where their child's attendance is up to.
- We work with families to support improvements with attendance and punctuality.
- We share term dates weekly on our newsletter and two years ahead on our school website to help families plan ahead.
- We understand the reasons why families take holidays due to cost but this is also out of school's control but we also get punished for it. As a result, we have held off this year issuing Fixed Penalty Notices to families.

We are grateful for those families who work with us and do their best to support school's attendance expectations however the following changes are being brought in as a result of intervention by the Local Authority Attendance Team to support attendance improvements:

- Leave of Absence forms (available from the school office) must be completed by families prior to taking your children out of school. These will be processed and returned to families informing them if their request has been authorised or not. Example attached on next page.
- Fixed Penalty Notices will be issued by the Local Authority when a child misses 10 consecutive unauthorised sessions from 1st September 2026
- Families will be required to provide medical evidence for absences, where possible or proof of appointments when collecting children early from school.

LEAVE OF ABSENCE FORM FOR PARENTS/CARERS TO COMPLETE:

	<i>'Love like Jesus. Learn like Jesus. Live like Jesus.'</i> <i>'Let all that you do be done in love' 1 Corinthians 16:14</i> REQUEST FOR LEAVE OF ABSENCE IN SCHOOL TERM TIME
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Dear Parent/Carer,

The law does not give any entitlement to parents/carers to take their child on holiday during term time. Any applications for leave of absence of any nature must be in exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave.

Please complete the form below and return it to the school office, it shall be returned to you completed and signed by the Headteacher. Any absence that has not been agreed by the Headteacher will be recorded as unauthorised.

CHILD'S NAME: _____ **YEAR GROUP:** _____

<i>First Day of Absence:</i>	<i>Date of Return to School:</i>	<i>Total Number of School Days Missed:</i>
Reason for requesting leave in term time: (Please attach any supporting documentation relevant to your request)		
Parent/Carer Declaration I understand that holidays during term time will not be authorised and that unauthorised absences may result in a Fixed Penalty Notice being issued.		
<i>Name of Parent/Carer:</i>	<i>Signature:</i>	<i>Date:</i>
School Acknowledgement		
<i>Thank you for your request, it has been recorded as:</i>	Authorised	Not Authorised
<i>Signed:</i>	<i>Headteacher</i>	<i>Date</i>

If you take leave of absence on the above dates, a Penalty Notice fine may be issued to you by Warrington Borough Council on your return. The current penalty is £80 per parent, per child if paid within 21 days. This amount increases to £160 per parent per child if payment is made between 22 and 28 days.

Please note that there is no right of appeal for this notice. Failure to pay within the specified time may result in the matter being referred to the Magistrates Court, where higher fines could be imposed, and you could receive a criminal record.



Together
We Grow
and Succeed

★ BE IN SCHOOL. BE PART OF IT. ★

DON'T MISS OUT

THIS SUMMER TERM!

Coming to school every day means your child won't miss out on the amazing opportunities and experiences ahead.

If your child is absent, they may miss out on...

EXCITING TRIPS AND VISITS!



From local adventures to unforgettable experiences, our trips bring learning to life and create lasting memories.



IMPORTANT ASSESSMENTS



Assessments help us understand your child's progress and support them to achieve their very best.



Every day makes a difference!

TRANSITION TO YOUR NEW CLASS

Children will take part in activities to help them feel confident and ready for the year ahead.



MEET YOUR NEW TEACHERS



Building relationships early helps your child feel happy, supported and ready to learn.



FUN EVENTS AND SPECIAL DAYS

From Sports Day to summer celebrations, there's so much to enjoy with your friends!



KEEP UP. CATCH UP. DON'T FALL BEHIND.

Regular attendance helps your child build on what they know, stay confident and make strong progress.



EVERY SCHOOL DAY COUNTS

Be here, be ready, be your best!

TOGETHER, LET'S
MAKE THIS A
SUMMER TERM TO
BE PROUD OF!



ATTEND TODAY



ACHIEVE TOMORROW



SHINE FOREVER



To help inform parents/carers of what action to take if their child presents with any medical matters, please see the NHS and Public Health advice below:

Should I keep my child off school?

Yes

Until...

Chickenpox	at least 5 days from the onset of the rash and until all blisters have crusted over
Diarrhoea and Vomiting	48 hours after their last episode
Cold and Flu-like illness (including COVID-19)	they no longer have a high temperature and feel well enough to attend. Follow the national guidance if they've tested positive for COVID-19.
Impetigo	their sores have crusted and healed, or 48 hours after they started antibiotics
Measles	4 days after the rash first appeared
Mumps	5 days after the swelling started
Scabies	they've had their first treatment
Scarlet Fever	24 hours after they started taking antibiotics
Whooping Cough	48 hours after they started taking antibiotics

No

but make sure you let their school or nursery know about...

Hand, foot and mouth	Glandular fever
Head lice	Tonsillitis
Threadworms	Slapped cheek



Advice and guidance

To find out more, search for health protection in schools or scan the QR code or visit <https://qrco.de/minfec>.

Please take note of our term dates for the next academic year when booking holidays. Please remember all holidays will be unauthorised as per LA guidance and may result in a fixed penalty notice being issued from September 2026 onwards.

ST. STEPHEN'S CATHOLIC



PRIMARY SCHOOL

Holiday Dates 2026/27

	Open	Close	No. of Days
Autumn Half Term 1	Thursday 3 rd September 2026	Friday 23 rd October 2026	37
Autumn Half Term 2	Monday 2 nd November 2026	Friday 18 th December 2026	35
Spring Half Term 1	Tuesday 5 th January 2027	Friday 12 th February 2027	29
Spring Half Term 2	Monday 22 nd February 2027	Wednesday 24 th March 2027	23
Summer Half Term 1	Wednesday 7 th April 2027	Friday 28 th May 2027	37
Summer Half Term 2	Monday 14 th June 2027	Friday 23 rd July 2027	29
			TOTAL: 190

School closed: Bank Holiday Monday - Monday 3rd May 2027

INSET Days: School closed for pupils

- Tuesday 1st September 2026
- Wednesday 2nd September 2026
- Monday 4th January 2027
- Friday 2nd July 2027 – Warrington Walking Day (TBC)
- Monday 26th July 2027