



St Joseph's Catholic Primary School
Coombeshead Road
Newton Abbot
TQ12 1PT
Tel: 01626 352559
Email: admin@sjna.uk

3 March 2026

Dear Parents and Carers,

Attendance Expectations

As you know, regular attendance plays a key role in helping children settle in, build friendships, and make the most of their learning opportunities. At Joseph's, we pride ourselves in having positive attendance data in line with the national averages and government expectations. This term, our attendance has sadly dipped so I am writing to you to ask for your support in maximising your child's success in school – and in future life - by sharing our expectations around attendance:

- **Every day counts** – Children learn best when they attend school regularly. Even a few days of absence can affect their progress and confidence.
- **Punctuality matters** – The school gate opens at 8.45am. Arriving on time ensures your child is ready to learn and helps them feel part of the class routine.
- **Illness and absence** – If your child is unwell and unable to attend, please inform the school office by 9:00am on the first day of absence. We then need to have contact from you every day that your child doesn't return. Please provide the office with a specific reason for absence. If your child is well enough, we encourage them to attend.
- **Medical appointments** – Where possible, please arrange these outside school hours. If this is not possible, we ask that you bring your child to school before/after the appointment so they miss as little learning time as possible. Please provide the office with a copy of the appointment for our records.
- **Holidays in term time** – These cannot be authorised except in very exceptional circumstances. Term dates are provided in advance so that family holidays can be planned during school breaks. If you are intending to take time off for a holiday in term time, please complete an absence request form in advance.
- **Attendance monitoring** – We aim for all pupils to achieve at least 96% attendance across the year. If attendance falls below this level, our attendance officer may contact you to discuss how we can work together to improve it.

We are here to support you and your child in developing positive attendance habits, please don't hesitate to contact us if you have any questions or concerns. We have



Executive Headteacher: Nichola Day
Head of School: Sarah Pascoe
www.st-josephs-primary.devon.sch.uk

clear attendance protocols that we follow so please don't be concerned if you receive a letter or phone call regarding attendance, we want to be able to work with you.

Thank you for your support in ensuring your child attends school regularly and on time. We look forward to a happy and successful time ahead.

Kind regards,

A handwritten signature in black ink that reads "N Day". The signature is written in a cursive style with a horizontal line underneath the name.

Nichola Day (Executive Headteacher) and Natalie Black (Attendance and Welfare Officer)