



St Wulstan's Catholic Primary School

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Executive Principal: Mrs E Brocklesby

18 December 2025

Dear Parents and Carers,

We are writing to explain how pupil attendance will be monitored and the graduated measures that will be introduced from **January 2026**. Our priority is to work in partnership with families and to identify any concerns as early as possible. These procedures are designed to support children, address difficulties promptly and ensure that every pupil has the best possible opportunity to succeed at school.

At St Wulstan's, attendance is reviewed regularly and pupils are placed within a **risk category** based on the **number of days absent** across the academic year. An attendance level of **90% is equivalent to 19 days off school across the academic year**, and any attendance **below 90% is classed as persistent absence**. We understand that some families may experience difficulties in getting their child into school, and we want you to know we will try our best to support you to overcome any barriers and improve attendance.

Your child's attendance certificate for this term is attached. The two tables below show how attendance is monitored across the term, what is classed as persistent absence, and the support the school provides to help children attend regularly.

Term point	Number of days to be Persistently Absent
By October half term	4 days or more
By Christmas	8 days or more
By February half term	11 days or more
By Easter	13 days or more
By May half term	16 days or more
By End of summer term	19 days or more

Days Absent each year	Risk of Persistent Absence	Procedure	Support Provided
1 – 8 days	Low	Attendance monitored weekly as part of normal school routines.	Positive attendance messages in class, routine monitoring by class teacher, and access to pastoral support if concerns are raised.
9 days	Medium	Parents/carers contacted via letter reminding them of the importance of good attendance.	Initial support offered through advice and guidance, identification of any emerging barriers to attendance, and signposting to school-based support if needed.
12 days	Medium	Formal letter sent and a meeting requested with school staff.	Meeting arranged to explore reasons for absence, agree supportive strategies, and offer pastoral, SEND, or wellbeing support where appropriate.
15 days	High	Second meeting arranged; multi-agency approach may be considered.	Targeted attendance support plan created, regular monitoring meetings, and involvement of external services where appropriate to support the child and family.
19 days or more	Persistently Absent	Formal notices issued in line with Worcestershire County Council policy.	Continued multi-agency support, safeguarding considerations where appropriate, and ongoing work with the family to improve attendance and wellbeing.

Why does attendance matter?

Regular attendance at school is essential for children's learning, wellbeing and overall development. All the research shows that attendance matters.

It matters academically: children who miss learning find it more difficult to learn as they've missed chunks of learning or missed new content when it is taught. They can then not want to come to school because learning becomes increasingly difficult.

It matters socially: ask most children and friendships and playing with their friends are the most important part of school. Children that are not in school miss playing with their friends and their friends miss them. Children with poor attendance often find friendships difficult.

It matters emotionally: relationships are the cornerstone to feeling happy in school. The more a child is in school, the more a child builds these relationships with staff and other pupils.

It matters to us: we want all children to be at school each day and we miss them when they are not in school.

What affects attendance figures?

Any absence affects attendance. In particular, the following all count towards absences:

- **Illness:** this is an authorised absence but will still count towards absence figures.
- **Unauthorised absences:** this includes children being off school but parents have not let us know why they are not in school. Holidays, day trips, visiting relatives and other events in school term time are also an unauthorised absence.
- **Being late:** if children arrive in school after registration has finished, they are classified as 'late'. This would mean an absence of **half a day** towards attendance figures. Many children also find it difficult being late. It's much harder to walk into a classroom when all the children are already settled and part way through their learning.

Whose responsibility is it to improve attendance?

As a parent it is **your legal responsibility** to ensure your child receives a suitable full-time education. It is your responsibility that your child attends school each day and is on time.

How we can work together?

We recognise that there can be many reasons why attendance becomes a challenge for families, and we understand that not all absences are within your control. Our priority is always to work in partnership with parents and carers to support children in attending school regularly.

If you are experiencing any difficulties that are affecting your child's attendance such as health concerns, anxiety, family circumstances or other worries, please let us know. By talking to us early, we can explore what support may be available and work together to find positive solutions.

Our shared aim is for every child to feel happy, safe and supported in school and to have the best possible opportunity to succeed. Thank you for your continued support in helping your child attend school regularly and on time.

If you have any questions or would like to discuss your child's attendance, please do not hesitate to contact the school.

Yours faithfully,

E Brocklesby

Mrs E Brocklesby
Executive Principal

L Warnett

Mrs L Warnett
Head of School