**ST. ANNE'S CATHOLIC PRIMARY SCHOOL**

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**Headteacher: Mrs C Martin**

16th October 2026

Dear Parents

**Re: Attendance Around School Holidays**

I am writing to bring to your attention a matter regarding pupil attendance patterns. We have noticed that some pupils are frequently absent immediately before or after school holidays and term breaks.

While we completely understand that children can become unwell and that unexpected circumstances do arise, the recurring nature of these absences, particularly when they coincide with the start or end of holiday periods, is a cause for concern.

We appreciate the many families who communicate openly with the school when their child is unable to attend. Honest and timely communication is valued and helps us work together to support the best outcomes for all pupils.

Regular attendance plays a vital role in academic progress, social development and establishing positive routines. Missing school unnecessarily can make it more difficult for pupils to keep up with their learning and maintain good attendance habits.

If you know in advance that your child will be absent from school, please complete an application for leave form, available on the school website. This helps us maintain accurate attendance records and allows us to consider requests in line with school procedures.

We kindly ask all families to support us by ensuring that children attend school whenever possible and by avoiding arranging holidays or other non-essential absences during term time. If your child is unable to attend school, please ensure that the reason for their absence is reported promptly and accurately.

Thank you for your continued cooperation and support.

Yours sincerely

C Martin

Mrs C Martin
Headteacher

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