



# ST MARGARET'S

## ATTENDANCE NEWSLETTER

Dear Parents and Carers,

Welcome to our termly attendance newsletter. We hope you find it both helpful and informative. The purpose of this newsletter is to address some of the most frequently asked questions around attendance.

At present, overall attendance at St Margaret's needs to improve. This is a concern that is being closely monitored by the Local Authority, who are encouraging us to take a more rigorous approach—particularly in relation to persistent absence, holidays during term time, and flexi-schooling arrangements. Some families may already have received communication from us on these matters following last term.

Lateness is also becoming a significant concern. Increasing numbers of children are arriving after the gates have closed, which disrupts the start of their learning and impacts the wider class. It is important that all children arrive ready to learn by 8:50am at the latest. We will now be tracking persistent lateness more closely, and parents will be contacted where this is an ongoing issue.

If your child is unwell and unable to attend school, please notify the school office by 9:00am either by phone on 01273 303109 or by email at [attendance@stmargarets.brighton-hove.sch.uk](mailto:attendance@stmargarets.brighton-hove.sch.uk). If we have not heard from you, the office team will follow up to confirm the reason for absence.

We know that strong attendance underpins children's success and wellbeing, and we are committed to working in partnership with you to improve this across our school. If you need any support or would like to discuss your child's attendance, please do not hesitate to contact us. You can also view our parent-friendly attendance policy here: <https://www.stmargarets.brighton-hove.sch.uk/parents/attendance>

Thank you for your continued support. Best wishes, Rachel Kershaw, Headteacher



## ILLNESS

Children do get ill from time to time—as we all do—and this may mean they need to take a few days off school. The NHS provides helpful guidance for parents on common childhood illnesses and how long children should stay off school. You can find it here:

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

If your child is experiencing a recurring or ongoing medical issue, please let us know via the school office. We're here to support you and can involve the school nurse if needed to help address your child's health needs and work together to improve their attendance.

### RED - STAY AT HOME

Sickness and diarrhoea

48 hours must have elapsed before a child can return to school from the last episode.

### AMBER - COME TO SCHOOL & SPEAK WITH STAFF

Headache, feeling sick, stomach ache

Children often feel unwell if they are anxious. If in doubt contact the school for advice.

### GREEN - COME TO SCHOOL

Mild cough, cold, sore throat, feeling tired

We will always contact you if your child is ill during the school day.

## APPOINTMENTS

We kindly ask that, wherever possible, routine medical and dental appointments are scheduled outside of school hours, as these do impact your child's overall attendance percentage. We do understand that some appointments—such as hospital consultations—cannot always be arranged at more convenient times. If your appointment allows your child to attend school for registration before leaving, or to return afterwards, this can make a positive difference to their attendance record. If you do need to take your child out of school for an appointment, the office will need to see evidence of this appointment please.

Attending  
school **regularly**  
helps to build  
**confidence** and  
develop vital **life skills**





Missing 2 days  
of school  
each month



Missing nearly  
3 weeks during  
a school year



## TIME TIME HOLIDAYS

We are unable to authorise holidays during term time. Any request for absence must be submitted to Mrs Kershaw, Headteacher, for consideration. While we understand that holidays are often more affordable outside of school holidays, schools are only permitted to authorise term-time absences in exceptional circumstances. Unfortunately, securing a cheaper deal does not meet this threshold.

Please also be aware that children often share details of their time away—whether it's a trip abroad or a visit to places like Legoland—which can highlight unauthorised absences.

If you do need to request leave during term time for exceptional circumstances, please contact the Headteacher in writing at least two weeks before the proposed start date. Your request should include the reason for the absence and the specific dates. Please note: if a child is taken out of school for an unauthorised holiday, the Local Authority will issue a fixed penalty notice.

In order to support families securing cheaper holidays next year, we have fixed 3 of our INSET days together so families can go away earlier in July. Please see INSET dates on the last page.

The first fine is ...

**£160 per parent/carer per child, if paid within 28 days, reduced to £80 if paid within 21 days.**

The second fine is ...

**issued to parent/carer within a period of 3 school years, the fine is £160 per parent/carer per child to be paid within 28 days and there is no reduction if paid within 21 days.**

The third penalty ...

**cannot be issued to the same parent/carer in respect of the same child, within 3 years of the first fine being issued. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action could be taken, such as prosecution.**

*There is no right of appeal once a Fixed Penalty Notice is issued, so disputes over how an absence is classified must be settled with the school before the absence is taken.*

*Full details relating to Fixed Penalty Notice amounts and thresholds can be found in the Code of Conduct on the Brighton & Hove City Council website.*

Data shows pupils with more than **95% attendance** achieve better GCSE results!  
**at least one grade higher!**



### ATTENDANCE MONITORING

We have an Attendance Officer in school who monitors pupil attendance on a monthly basis. If your child's attendance falls below 90%, you will receive a letter to make you aware and to offer support. Where significant or persistent absence or lateness is identified, you may also be contacted by the Education Welfare Officer to discuss the situation further.

Our priority is to work in partnership with parents and carers to support improved attendance and help every child succeed at school. If you have any concerns or would like advice regarding your child's attendance, please speak to their class teacher or contact the school office.

Coming into class late, when the rest of their peers have already started their learning could make your child feel quite anxious.

If your child is late everyday they will miss a chunk of the first lesson – this will put them behind their peers and mean they may miss out on key information required in the rest of the lesson.

If children are not picked up on time at the end of the school day, the teacher will take them to the front office and office staff will phone parents/guardians.

If you know you are going to be late for pick-up it would be helpful if you contact the school on **01273 303109** so we can let your child know and alleviate any worries they may have.

Even **90%** attendance is still 19 days of education **lost** in a school year





## School term dates 2026/27 St Margaret's CE Primary School

	September 2026					October 2026					November 2026					December 2026					
Monday		7	14	21	28		5	12	19	26		2	9	16	23	30		7	14	21	28
Tuesday	1	8	15	22	29		6	13	20	27		3	10	17	24	1	8	15	22	29	
Wednesday	2	9	16	23	30		7	14	21	28		4	11	18	25	2	9	16	23	30	
Thursday	3	10	17	24	1	8	15	22	29		5	12	19	26	3	10	17	24	31		
Friday	4	11	18	25	2	9	16	23	30		6	13	20	27	4	11	18	25			
Saturday	5	12	19	26	3	10	17	24	31		7	14	21	28	5	12	19	26			
Sunday	6	13	20	27	4	11	18	25	1	8	15	22	29	6	13	20	27				

	January 2027					February 2027					March 2027					April 2027				
Monday		4	11	18	25	1	8	15	22	1	8	14	22	29		5	12	19	26	
Tuesday		5	12	19	26	2	9	16	23	2	9	16	23	30		6	13	20	27	
Wednesday		6	13	20	27	3	10	17	24	3	10	17	24	31		7	14	21	28	
Thursday		7	14	21	28	4	11	18	25	4	11	18	25	1	8	15	22	29		
Friday	1	8	15	22	29	5	12	19	26	5	12	19	26	2	9	16	23	30		
Saturday	2	9	16	23	30	6	13	20	27	6	13	20	27	3	10	17	24			
Sunday	3	10	17	24	31	7	14	21	28	7	14	21	28	4	11	18	25			

	May 2027					June 2027					July 2027					August 2027						
Monday		3	10	17	24	31		7	14	21	28		5	12	19	26		2	9	16	23	30
Tuesday		4	11	18	25	1	8	15	22	29		6	13	20	27		3	10	17	24	31	
Wednesday		5	12	19	26	2	9	16	23	30		7	14	21	28		4	11	18	25		
Thursday		6	13	20	27	3	10	17	24	1	8	15	22	29		5	12	19	26			
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Saturday	1	8	15	22	29	5	12	19	26	3	10	17	24	31		7	14	21	28			
Sunday	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29				

### Key

- Bank holidays (see details below)
- School holidays
- INSET day for most schools  
(5 INSET days in total, chosen by individual schools)

First day of term

Last day of term

### Bank holidays 2026/27

Christmas Day	Fri 25 December 2026
Boxing Day (substitute)	Mon 28 December 2026
New Year's Day	Fri 1 January 2027
Good Friday	Fri 26 March 2027
Easter Monday	Mon 29 March 2027
Early May Bank Holiday	Mon 3 May 2027
Spring Bank Holiday	Mon 31 May 2027
Summer Bank Holiday	Mon 30 August 2027

### Number of days (total requirement 195)

Autumn 1 <sup>st</sup> half	39
Autumn 2 <sup>nd</sup> half	35
Spring 1 <sup>st</sup> half	30
Spring 2 <sup>nd</sup> half	24
Summer 1 <sup>st</sup> half	34
Summer 2 <sup>nd</sup> half	33
<b>TOTAL</b>	<b>195</b>
	(includes 5 INSET days)