

Headteacher: Mrs J P Conley

23rd January 2026

Dear Parents and Carers,

At St Finbar's, we are committed to providing your child with the best possible start in life. To help them reach their full potential, we want to highlight the vital role that **attendance** and **punctuality** play in their school journey.

High attendance is directly linked to student success and confidence. When a child misses school, they don't just miss a lesson; they miss social interactions, the start of new projects, and the routine that helps them feel secure. Even a few days missed can create gaps in learning that are difficult to close.

The school day starts promptly at **8:55am**. The first few minutes of the morning are often the most important; this is when teachers explain the day's goals and set the tone for learning. Arriving late can be distressing for a child and disrupts the flow of the classroom for others.

We have a duty of care to ensure all our pupils are safe. If your child is unable to attend school, we kindly ask that you:

- **Contact us by 9:00 am:** Please call the school office on 0151 727 3963. You can also report an absence by contacting us on Arbor or by emailing the school office, however, the following details must be included in the message.
- **Provide a Reason:** To comply with Department for Education guidelines, we require a specific reason for absence (e.g., "high temperature" or "medical appointment") rather than just "unwell."
- **Update us Daily:** Unless a specific return date has been agreed upon, please contact us each morning of the absence.

We understand that all family's circumstances are different and that some children face genuine barriers to attendance. If you are struggling with the attendance of your child, please do not hesitate to reach out to **Miss Williams**, our Attendance Lead. We would much rather work with you early to find a solution than see a child's progress suffer.

Thank you for your continued support in helping our pupils achieve their very best.

Yours sincerely

Mrs J Conley
Headteacher