



St John's Church of England Primary School
St John's Place, Northgate
Canterbury, CT1 1BD
Tel: 01227 462 360
Web: www.stjohns-canterbury.kent.sch.uk

7th October 2025

Dear Parents/Guardians,

I am writing to inform you that the school is launching a new attendance initiative. We have revised our procedures and will be working with parents and carers to improve attendance and punctuality. Research has shown that regular attendance and good punctuality are crucial factors in pupils achieving their full potential, and we have seen direct evidence of this at St John's, for example in our recent national Year 1 Phonics check:

Phonics screening check	% who achieved
Attendance: 98% and above	94%
Attendance: 95% to 98%	78%
Attendance: 90% to 95%	58%
Attendance: less than 90%	40%

As a school, we are committed to providing a full and efficient education to all. For a pupil to reach their full educational achievement, a high level of attendance is essential.

We want to work in partnership with parents and carers and so are seeking your full support in ensuring that your child attends the school every day and on time wherever possible. We are always pleased to work together with parents/carers in resolving any difficulties but we are also committed to improving attendance levels.

The target attendance figure for all pupils is a minimum of 97% attendance. Based on current attendance figures your child will be placed in one of the following groups below.



Headteacher: Mrs J Williamson BA (Hons) NPQH Email: office@stjohns-canterbury.kent.sch.uk



Group 1: No Concern - Green Group

The child attends for 97% - 100% of the time.

Group 2: Concern - Yellow Group

The child attends for 96% - 96.9% of the time.

Group 3: Risk of Underachievement

– Amber Group

The child attends for 94% - 95.9% of the time.

Group 4: Severe Risk of Underachievement

– Pink Group

The child attends for 90% - 93.9% of the time.

Group 5: Extreme Risk of Underachievement

– Red Group

The child attends for 0% - 89.9% of the time.



Regular attendance is not just a legal requirement, but it is vital for pupils to maximize their learning, and achieve their full potential. There are a number of important steps that you can take to ensure your child maintains a high level of attendance:

- Ensure your child attends every day, on time, equipped and ready to learn. All children need to be in class by 8.45am. Children arriving after this time will receive a late mark, and all absences require a reason, or the absence will remain un-authorised.
- If your child is ill, contact the school by 8.30am by telephone, email or Arbor in-app message.
- Ensure the school has up-to-date email addresses and telephone numbers. We will contact you if your child is absent and you have not contacted the school.
- If no contact is received regarding the absence, it is recorded as **un-authorised**. Ultimately the school is responsible for deciding if the absence is acceptable or not. Only genuine absence will be authorised. You may be asked to provide medical certificates.
- Ensure that medical appointments are made outside of school time.
- Holidays should not be taken in school time. Any Leave of Absence can only be agreed by the Headteacher and only agreed where there are exceptional circumstances.
- Respond to letters or telephone calls regarding attendance and punctuality.
- Contact the school if you are experiencing difficulty in getting your child into the school.

Thank you for working in partnership with us to achieve the highest possible levels of attendance and punctuality at St John's Church of England Primary School.

Yours faithfully,

Mrs J Williamson
Headteacher