



# Saint Margaret Mary's Catholic Infant School

Headteacher: Miss S-J Carroll

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Dear Parents/Carers,

8<sup>th</sup> January 2026

We are committed to working with parents to share a common goal of ensuring that each child has the best possible education experience through excellent attendance and punctuality. Throughout the year there are a number of incentives for the children to aim towards.

- If your child **arrives on time every day at 8.40am** and has **no more than one day absence** between Monday 5<sup>th</sup> January and Friday 13<sup>th</sup> February 2026, **they will participate in a CUPCAKE CELEBRATION.**
- **If your child is present for morning and afternoon registration every day for the whole school year they will join us on a trip to Space World in July 2026.**
- If your child is present for morning and afternoon registration every day for a whole term they will be rewarded with an **Autumn Badge for a full attended autumn term, a Spring Badge for a full attended spring term and a Summer Badge for a full attended summer term.**
- If your child achieves **96% or above** attendance for a whole term they will be rewarded with a certificate.
- Each week, the class with the best attendance in each year group receives an **extra playtime** which is awarded during assembly.

Congratulations to all those children who received attendance awards during assembly today. **85** children were awarded with an Autumn Badge and certificate for 100% attendance during the autumn term, **114** children received certificates for attaining or exceeding 96% attendance and an additional **19** certificates were awarded to children for improved attendance/punctuality.

Knowsley School Attendance Service work closely with our school to ensure that attendance procedures are put in place and adhered to.

If your child is unable to attend school due to sickness or for any other reason, there are certain procedures to follow:

- **On the first morning of absence a telephone call to school should be made to inform school of the reason for your child's absence and an expected date of return.**
- **Failure to provide an explanation will result in an unauthorised mark.**
- **Unauthorised absences may result in a Fixed Penalty.**

We monitor attendance by operating a first day response system whereby a telephone call home will be made if we have not received a message explaining any absences. **If we receive no response via phone, we may visit you at home or request Knowsley School Attendance Service visit you at home.**

**The local authority will impose fines when children are taken out of school for unauthorised absences this includes holidays.**

By working together and removing barriers to participation, we can achieve the best outcome for your child.

Thank you for your support.

Yours sincerely

Mrs L. Maddocks  
Deputy Headteacher  
Attendance Lead

Mrs Harris  
Learning Mentor  
Safeguarding Officer



Knowsley Council



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