

Tongue Lane, Leeds LS6 4QE

Telephone: (0113) 887 3240
Email: info@cardinalheenan.com
Website: www.cardinalheenan.com
Headteacher: Mr D Kelly BA (Hons) NPQH



24 October 2025

Dear Parents/Carers

Attendance

At our school, we place a high priority on attendance and are proud to be ranked consistently within the top 10% nationally. This reflects an overall attendance rate of 95% or higher across the academic year. According to the latest data from FFT Education, the national average weekly attendance stands at 95.6% for primary schools and 92.9% for secondary schools. Our performance is a testament to the strong partnership between school and home, and we are sincerely grateful to our parents and carers for ensuring their children attend regularly.

We also recognise that school attendance remains a national concern and, as a school, we are not immune to these challenges. We understand that there are times when absence is unavoidable, such as illness or exceptional circumstances. However, it is essential that we continue to work together to ensure that all students attend every day, wherever possible. Regular attendance is vital not only for academic progress but also for social development and future opportunities.

To support transparency and engagement, we will be issuing half-termly attendance reports for each student. These updates provide a clear overview of your child's attendance for the previous half term and may be referenced in applications to 14–16 and post-16 education providers.

The scheduled report issue dates are as follows:

Term 1: Week commencing 17 November
Term 2: Week commencing 26 January
Term 3: Week commencing 16 March
Term 4: Week commencing 11 May
Term 5: Week commencing 22 June
Term 6: 21 July (Years 7–10 only)

Once again, thank you for your ongoing partnership in promoting excellent attendance and supporting your child's education.

Yours faithfully

A handwritten signature in black ink, appearing to read 'D Kelly'.

Mr D Kelly
Headteacher

