



Principal: **Mrs A R Mordey**

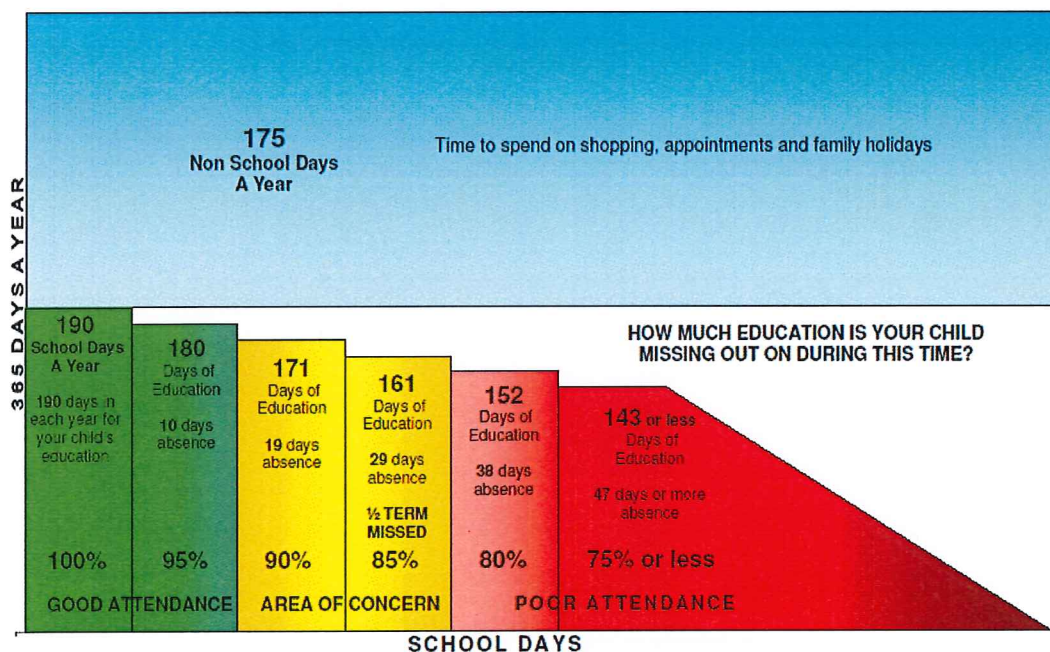
11th January 2018

Dear Parents/Carers

EVERY DAY COUNTS!

Attending school every day and on time will give your child the best chances in life.
Days missed soon add up!

Attendance during one school year	Equals this number of days absent	Equals this number of lessons missed
95%	10 days	50 lessons
90%	19 days	95 lessons
85%	29 days	145 lessons
80%	38 days	190 lessons
75%	47 days	235 lessons



It is a parent/carer's legal responsibility to ensure that their child receives appropriate education. Failing to send your child to school regularly without good reason is a criminal offence.

If your child is absent from school, please ensure that you contact school on the first day of absence and then maintain regular contact if absence is over a longer period. All unexplained absence will be unauthorised.

Please remember that parental illness, going shopping, birthdays, visiting family and not wanting to go to school are not acceptable reasons to be absent. All of these will be recorded as unauthorised absence.

Punctuality is also key both at the beginning and end of the day.

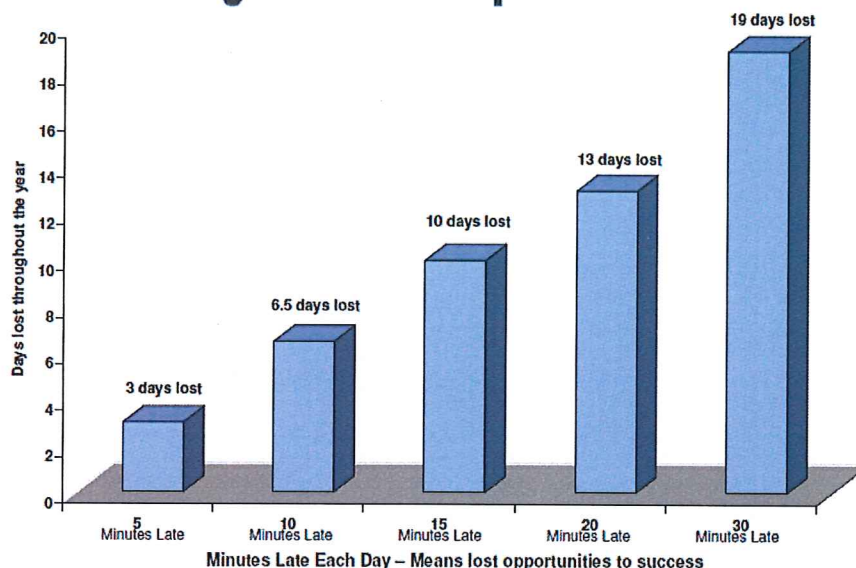
'Working together... releasing potential'



The school gates/door open at 8:30 for pupils to make their way to the classroom. The gates/door close at 8:40 as this is when registration starts. Anyone who arrives from 8:40am onwards and who has to go through the main entrance will be given a late mark on the register. Anyone arriving after the register closes will be marked as an unauthorised absence.

Being late by just a few minutes soon adds up.

Being Late Adds Up



Being late also means an unsettled and sometimes distressing start to the day for your child and means they miss the learning activities that pupils are given to do from the very start of the day. Regular lateness has a measurable negative impact on your child's learning.

School finishes at 3pm. Being picked up late at the end of the day is also distressing for your child as they watch their friends leave and they have to wait after a busy day at school. It is also difficult for staff as there are training sessions and meetings after the school day that they in turn are then late for.

Attendance and punctuality are monitored and if this falls below an acceptable level, you will be sent a letter in which we share our concern with you. If there is no improvement, a penalty notice could be issued and this could escalate further to court action. Being taken to court could result in you having a criminal record.

Thank you to those parents/carers who do make sure their child is attending school regularly and punctually. Please ensure that this is your child so that they are benefitting fully from all educational opportunities.

Yours sincerely



MRS G MATTHEWS
ATTENDANCE MANAGER



MRS A R MORDEY
PRINCIPAL