Dear Parents and Carers,

We would like to take this opportunity to welcome you back to this new 2024/2025 academic year.

Please be assured that we will, as always strive to ensure your child receives the help and support they need to ensure a successful year. In order for this to happen it is important for you to play your part by maintaining good communication between school and home and I would like therefore to remind you of the following;

* Please report any changes to personal information including address or contact numbers.
* Please remember to report any medical issues including medication.
* Please provide evidence of illness when at all possible so that we are in a position to authorise your child’s absence.
* Please ensure that your child is wearing the correct school uniform.
* Please ensure your child arrives on time every day. (See over the page).
* Please remember that taking holidays in term time will affect your child’s schooling as much as any other absence. ***There is no automatic entitlement in law to time off in school time to go on holiday.*** Leave of absence shall not be granted unless the parents can prove ‘***exceptional circumstances.’*** All applications must be made in writing at least **5 school days** prior to the requested leave date. (Please see our Attendance Policy for details or ask at the school office).

We are grateful for the support we receive from you as parents, and good attendance will ensure that your child can reach his/her full potential. To achieve this, your child needs to attend school every day.

**The school gates open at 8:30am and the school day begins at: 8:40am**

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| --- | --- | --- | --- |
| Attendance during one typical school year (190 days) | equals this number of days absent | which is approximately this many week’s absent | which means this number of lessons missed (6 per day) |
| 95% | 10 days | 2 weeks | 60 lessons |
| 90% | 19 days | 4 weeks | Over 100 lessons |
| 80% | 38 days | 8 weeks | Over 220 lessons |
| 70% | 57 days | 11.5 weeks | Over 300 lessons |

**How does your child compare?**

**Please remember, frequent absence can add up to a considerable amount of lost learning and can seriously disadvantage your child in adult life.**

**Try to remain respectful to other parents and pupils by remembering that lateness affects every child in the class.**

**Thank you for your continued support.**

Yours sincerely

Mrs. A Bashir-Pugh Mrs. H Rogers

Headteacher Assistant Head Teacher, responsible for attendance