



*A dedicated community working together, nurturing a safe, happy school where all children can achieve their potential*

September 2023

Dear Families,

We would like to remind parents of our role as Standards Leaders and our dedicated efforts to raise school attendance. Our goal is to work closely with families, aiming to improve our overall school attendance rates and reduce persistent absence.

It is our firm expectation that children attend school daily, and it is the legal responsibility of parents to ensure their daily attendance. We understand that when children commence their school journey, they may encounter various health challenges, yet we anticipate that over time, they will develop resilience, leading to improved attendance.

In cases of additional absences due to hospital appointments or illness, we kindly request that you provide documentation, including appointment cards, screenshots from the NHS App, and prescriptions. To facilitate consistent attendance, we also recommend scheduling doctor, dentist, optician appointments, as well as music or dance exams, at the end of the school day or during school holidays.

Thank you for working with us to give your child the best possible start and establish good routines in their early school experience. If you have concerns about your child's attendance or would appreciate advice or support, please come and talk to us or get in touch via the school office.

Yours sincerely,

**Mrs L Marwick**

**Miss C Ellis**

100% Attendance	Well done, your child's attendance is outstanding!
96% - 99.9%	Well done, you child is on target to achieve a very good attendance rate.
92% - 95.9%	Your child's attendance is just below the target of 96%, please try hard to attend school each day to improve this.
90% - 91.9%	Your child's attendance is just above the persistent absence category, please try hard to come to school every day to keep attendance as high as possible.
Below 90%	Your child has been absent a lot from school since September and their attendance, will be closely looked at in the meetings with the Inclusion Officer. If your child has further absences from school due to hospital appointments or illness, please send in copies of appointment card and prescriptions. We will follow up low attendance with parents regularly.