

Headteacher: Mr Chay Davis
Deputy Headteacher: Miss Karen Athawes
Deputy Headteacher: Mrs Lisa Fraser

Dear Parent/Carer

Welcome to the start of a new academic year. We hope that all our students and families had a restful break over the summer, and that all our new students have enjoyed their first few days in school.

The Learning Community Trust and its member schools are committed to providing an excellent educational experience for all pupils. We believe that if pupils are to benefit from education, punctuality and good attendance are crucial. We will do all we can to ensure maximum attendance for all pupils. Any problems with punctuality and regular attendance will be identified and addressed as quickly as possible.

It is our policy to celebrate achievement and great attendance. Attendance is such an important factor in a successful school career. We actively promote and encourage 100% attendance for all our pupils. As a minimum we expect every child to have an attendance of at least 96%. Attendance consistently below this will affect your child's learning, progress and achievement.

A pupil's punctuality and regular attendance is a legal requirement, and failure of parents or carers to ensure this means that they may be guilty of an offence. If your child is absent you must inform the school on the first day of absence with reasons for their non-attendance and keep in contact with the school during the absence so that accurate records can be maintained. This will also enable us to assess any support that your child may need during their absence and on their return to school.

Our Education Welfare Officers will be making regular visits to school and to homes where children are often absent from school, to discuss the reasons for this and to offer our support in improving attendance and timekeeping.

We would ask all parents and carers to ensure that family holidays and any other leave are arranged outside of school term time. You should not remove your child from school during term time without having first requested a leave of absence in writing from the Headteacher. All requests for authorised absence will be responded to in writing and will only be authorised in the most extreme circumstances.

If permission is not granted, but the child is still absent, the absence is classed as unauthorised and parents/carers will be issued with a penalty notice in line with Local Authority guidelines.

If you would like to talk to us about any aspect of your child's attendance, please do not hesitate to contact school staff or our Education Welfare Officers. We are all here to support you and your child.

Yours Sincerely

Mr S M Will

Education Welfare Officer

