September 2024

**Attendance monitoring & reporting**

In preparation for the new academic year, we are always looking to improve attendance in our school. Our current attendance target is 96%.

Regular attendance leads and enables the children to make, or exceed, expected progress towards their Learning Goals. Irregular attendance has a negative impact on the children’s social, emotional and academic development and studies show that this affects their future throughout their school life and beyond.

If your child is absent from school, it is good practice to contact the office with a reason for the absence. It is also helpful for us to receive appointment cards/letters if you are unable to arrange appointments outside of the school day.

To encourage regular attendance and to identify any barriers to attendance as early as possible, we do monitor the attendance of all our children but we will continue to monitor children more closely if their attendance drops below our school attendance target of 96%, If there is no improvement following you being made aware of this, you may be invited into school for a meeting to see if we can offer any support.

If you are taking a Leave of Absence (holiday) during term time, please call into the office to collect a leave of absence request form.

We would like to politely remind you of the changes to penalty notices from August 2024, please see overleaf.

Please contact the school office if you have any questions concerning this letter.

Please follow this link to confirm you have read and understood the new changes - <https://forms.office.com/e/eGQpxqjUaS>

Yours sincerely,



**Mrs Clare Grainger-Roystone**

**Headteacher**

